



Today's students.
Tomorrow's business professionals.

50th Anniversary Edition

Secondary and Post-secondary 2015-16



2015-16 Competitive Events

What's New!!

Finance

- ❖ **Personal Financial Management** has been adopted as a regular event (no longer an Open Event), see WSAP for more information.
- ❖ Charts and graphs will be allowed in **Economic Research Individual and Economic Research Team** research papers; students will also be allowed to use an electronic device (laptop, iPad, etc.) and projection equipment to present. The set-up time will be three (3) minutes and the presentation time will be 10 minutes.

Business Administration

- ❖ **Administrative Support Research Individual** has been renamed Administrative Support Research Project. Charts and graphs will be allowed in research papers; students will also be allowed to use an electronic device (laptop, iPad, etc.) and projection equipment to present. The set-up time will be three (3) minutes and the presentation time will be 10 minutes.
- ❖ As announced last year, **Keyboarding** will no longer be offered at the Secondary/Post-secondary levels; the offerings will be Fundamental Word Processing, Intermediate Word Processing, and Advanced Word Processing.

Management Information Systems

- ❖ **SQL Database Fundamentals** has been adopted as a regular event (no longer a pilot).

Digital Communication & Design

- ❖ **Digital Publishing** has been added as a regular event (no longer a pilot).
- ❖ **Computer Modeling PS** and **Computer Animation Team PS** have been deleted from the contest offerings for the Post-secondary division.
- ❖ **Graphic Design Promotion** added an option for students to present their projects electronically; see the *Guidelines* for more information.
- ❖ **Graphic Design Promotion** added the requirement to print the logo in a 2x2 pin size in addition to the 4x4 logo.
- ❖ The sound bite requirement for **Broadcast News Production Team** has been removed.
- ❖ The requirement to print the website has been removed from **Web Site Design Team**.
- ❖ The set-up/wrap-up time for Digital Media Production has been changed from ten (10) minutes to five (5) minutes.

Management, Marketing & Communication

- ❖ Time warning cards (2 minutes and 1 minute) will no longer be given during **Global Marketing Team** or **Entrepreneurship** presentations.
- ❖ The preparation time for **Human Resource Management** and **Ethics & Professionalism (PS)** has been reduced from 30 minutes to 20 minutes.

Workplace Skills Assessment Program Documents

- ❖ The **Style & Reference Manual**, **Human Resource Manual** and **Ethics & Professionalism Resources Manual** will be posted on September 1, 2015.
- ❖ Two new documents have been added to the Legal Documents sections of the *Style & Reference Manual*; please review the Manual carefully.
- ❖ Technical scores for judged events will be moved from the Preliminary round to the Finals round.
- ❖ The specifications for the **Promotional Photography** pilot announced last year can be found in the Virtual Events section of the WSAP.
- ❖ A link to **Fair Trade Challenge** will be available in the WSAP.
- ❖ A link to the **Virtual Showcase** will be available in the WSAP.
- ❖ Office 2013 will be used this year, as published during the 2014-15 membership year.

Coming Attractions - 2017

- ❖ Accounting Mathematics Concepts-Open will be piloted in 2017.
- ❖ ICD-10-CM Diagnostic Coding will be piloted for the Post-secondary division in 2017.
- ❖ Business Law and Ethics will be piloted in 2017.
- ❖ The finals round for Video Production Team will be changed beginning in 2017.

Table of Contents

<u>Changes & Updates</u>	2
<u>Introduction</u>	
Mission Statement	8
Program Philosophy	8
Content of the Guidelines	8
Purpose of the Guidelines	8
Awards and Recognition	8
Non-Discrimination Policy	8
<u>General Guidelines</u>	
Eligibility	9
Number of Contests	9
Software	9
Event Length	9
Team/Events/Chapter Events	9
Event Registration Changes	9
Event Rescheduling	9
Use of Materials	9
Reference Materials	10
Workplace Skills Assessments/Contest Review	10
Merit Scholar	10
ARMA Rules	10
Proofreader's Marks	10
Style & Reference Manual	10
Business Ethics	10
Human Relations	10
Communications	10
Use of Previous or Sample Tests	10
Admission to Event Testing Sites	11
Use of Cellular Phones	11
Printing Requirements	11
Reproduction Equipment	11
Name Badges	11
Release Forms	11
Contestant-Provided Equipment	11
<u>NLC Calculator Guidelines</u>	12
<u>Judged Event Guidelines</u>	
Judged Events Document Forms	13
Pre-submitted Events	14

<u>Printing for Judged Events</u>	14
<u>Judge's Comments</u>	14
<u>Judged Events Requiring Preliminaries and Finals</u>	14
<u>Judged Event Topics</u>	14
<u>Individual Entry Form</u>	15
<u>Team Entry Form</u>	16
<u>Release Form</u>	17
<u>Events at a Glance</u>	18
<u>National BPA Deadlines</u>	21
<u>Future NLC Sites</u>	22
<u>National Pre-submission Guidelines</u>	23
<u>NLC 2016 Computer Software List</u>	25
<u>NLC 2016 Industry Certification</u>	26
<u>Alphabetical Listing of Workplace Skills Assessment</u>	27
<u>BPA Workplace Skills Assessment Standards</u>	
<u>Essential Skills</u>	28
<u>Finance Workplace Skills</u>	28
<u>Business Administration Workplace Skills</u>	28
<u>Management Information Systems Workplace Skills</u>	28
<u>Digital Communication & Design Workplace Skills</u>	28
<u>Management, Marketing & Communication Workplace Skills</u>	29
<u>Career Clusters Crosswalk</u>	30
Virtual Competitive Events	
<u>(V01) Virtual Multimedia & Promotion – Individual</u>	34
<u>(V02) Virtual Multimedia & Promotion – Team</u>	39
<u>(V03) Software Engineering Team</u>	44
<u>(V04) Web Application Team</u>	52
<u>(V05) Mobile Applications</u>	58
<u>(V06) Promotional Photography-Pilot</u>	63
<u>(V07) Fair Trade Challenge</u>	68
Finance (100's)	
<u>(100) Fundamental Accounting (S)</u>	70
<u>(105) College Accounting (PS)</u>	71
<u>(110) Advanced Accounting (S)</u>	72
<u>(115) Advanced College Accounting (PS)</u>	73
<u>(125) Payroll Accounting (S)</u>	74
<u>(130) College Payroll Accounting (PS)</u>	75
<u>(135) Managerial Accounting (PS)</u>	76
<u>(140) Federal Income Tax Accounting (PS)</u>	77
<u>(145) Banking & Finance</u>	78

<u>(150) Financial Analyst Team</u>	79
<u>(155) Economic Research Individual (S)</u>	83
<u>(160) Economic Research Team (S)</u>	88
<u>(165) Personal Financial Management</u>	93
<u>(190) Financial Math & Analysis Concepts – Open</u>	94
Business Administration (200's)	
<u>(200) Fundamental Word Processing</u>	96
<u>(205) Intermediate Word Processing</u>	97
<u>(210) Advanced Word Processing</u>	98
<u>(215) Integrated Office Applications</u>	100
<u>(220) Basic Office Systems & Procedures</u>	102
<u>(225) Advanced Office Systems & Procedures</u>	103
<u>(230) Fundamental Spreadsheet Applications</u>	104
<u>(235) Advanced Spreadsheet Applications</u>	105
<u>(240) Database Applications</u>	107
<u>(245) Legal Office Procedures</u>	109
<u>(250) Medical Office Procedures</u>	111
<u>(255) Administrative Support Team</u>	112
<u>(260) Administrative Support Research Project (S)</u>	113
<u>(290) Administrative Support Concepts – Open</u>	117
Management Information Systems (300's)	
<u>(300) Computer Network Technology</u>	119
<u>(305) PC Servicing & Troubleshooting</u>	120
<u>(310) Network Administration Using Microsoft®</u>	122
<u>(315) Systems Administration Using Cisco®</u>	124
<u>(320) Computer Security</u>	125
<u>(325) Network Design Team</u>	127
<u>(330) Visual Basic/C# Programming</u>	133
<u>(335) C++ Programming</u>	134
<u>(340) Java Programming</u>	135
<u>(345) SQL Database Fundamentals</u>	136
<u>(390) Computer Programming Concepts – Open</u>	137
<u>(391) Information Technology Concepts – Open</u>	138

Digital Communication & Design (400's)

<u>(400) Fundamental Desktop Publishing</u>	140
<u>(405) Fundamentals of Web Design</u>	142
<u>(410) Graphic Design Promotion</u>	143
<u>(415) Digital Publishing</u>	148
<u>(420) Digital Media Production</u>	150
<u>(425) Computer Modeling (S)</u>	155
<u>(430) Video Production Team</u>	160
<u>(435) Web Site Design Team</u>	165
<u>(440) Computer Animation Team (S)</u>	170
<u>(445) Broadcast News Production Team (S)</u>	175

Management, Marketing & Communication (500's)

<u>(500) Global Marketing Team (S)</u>	182
<u>(505) Entrepreneurship</u>	187
<u>(510) Small Business Management Team</u>	192
<u>(515) Interview Skills</u>	197
<u>(520) Advanced Interview Skills</u>	202
<u>(525) Extemporaneous Speech (S)</u>	207
<u>(530) Contemporary Issues (PS)</u>	210
<u>(535) Human Resource Management</u>	213
<u>(540) Ethics & Professionalism (PS)</u>	216
<u>(545) Prepared Speech</u>	219
<u>(550) Parliamentary Procedure Team (S)</u>	223
<u>(555) Presentation Management Individual</u>	229
<u>(560) Presentation Management Team</u>	234
<u>(590) Business Meeting Management Concepts – Open</u>	239
<u>(591) Management, Marketing and Human Resources Concepts – Open</u>	240
<u>(592) Parliamentary Procedure Concepts – Open</u>	241
<u>(593) Project Management Concepts – Open (PS)</u>	242

<u>Workplace Skills Assessment Program Recommendation Procedures</u>	243
--	-----

<u>Workplace Skills Assessment Program Pilot Procedures</u>	244
---	-----

<u>Proposal for Workplace Skills New Event</u>	245
--	-----

<u>Small Business Management Team Financial Data</u>	246
--	-----

INTRODUCTION

Mission Statement

The mission of Business Professionals of America is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.

Program Philosophy

The Workplace Skills Assessment Program is an integral part of Business Professionals of America. The goal of the program is to provide all business students with the opportunity to demonstrate workplace skills learned through business education curricula.

Students will:

- demonstrate occupational competencies;
- broaden knowledge, skills, and attitudes;
- expand leadership and human relation skills;
- demonstrate a competitive spirit; and
- receive recognition.

Content of the Guidelines

The WSAP Guidelines (*Guidelines*) contain general information for all events as well as specific details regarding eligibility, equipment use, scoring, etc. The information in the *Guidelines* is essential for members attending the National Leadership Conference.

Purpose of the Guidelines

The purpose of the *Guidelines* is to provide as much information as possible to help prepare students for a successful experience at the National Leadership Conference (NLC).

The *Guidelines* regulate all national Workplace Skills Assessment Events. State associations may choose to deviate from the guidelines provided. You are urged to check with your state association for any changes they may make at the regional or state levels.

Authors, administrators, proctors, and graders will strictly follow these guidelines.

Please refer to event guidelines for further details regarding contestant eligibility.

Awards and Recognition

For the Secondary and Post-secondary Divisions, the top ten (10) winners shall be recognized at the National Leadership Conference. For judged events, all finalists shall be recognized at NLC. For Open Events, the top ten (10) scores, plus ties, will be recognized.

Non-Discrimination Policy

It is the policy of Business Professionals of America that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, sexual orientation, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which it is responsible.

GENERAL GUIDELINES

Eligibility

According to Board policy, “Only members whose dues have been postmarked to the National Center by March 15 are eligible for national competition.”

The guidelines for each event indicate the number of contestants that a state may enter at the NLC. All entries for Workplace Skills Assessment events must be registered for the NLC through the state association. In order to compete in an event at the NLC, the individual or team must have competed in that event at the State Leadership Conference (SLC). Substitutions for team members are left to the discretion of the State Advisor. Any special eligibility requirements are indicated in the event guidelines.

Advisors are able to verify national membership online or by contacting the National Center. Be sure to check your state association membership deadline to ensure eligibility at the regional/district and state levels.

Number of Contests

Secondary student members may participate in a total of two events, only one of which may be a team event (this number includes pilot events). Additionally, a student may compete in an unlimited number of Open or Virtual Events within the time constraints of the conference program.

Post-secondary student members may participate in a total of three events, only one of which may be a team event (this number includes pilot events). Additionally, a student member may compete in an unlimited number of Open or Virtual Events within the time constraints of the conference program.

Software

Software to be used at the National Leadership Conference will be announced in the Fall Mailing, Fall issue of *The Source* and in the *Pre-Conference Booklet* published each winter (February 1, 2016). The “[Events At A Glance](#)” chart and each event guideline page lists the equipment that may be used.

Note: Beginning with the current membership year, Microsoft Office 2013 will be used.

Event Length

The length of events varies. Times are listed on the “[Events At A Glance](#)” chart as well as within the guidelines for each event.

Team Events/Chapter Events

Team events are registered under the chapter name. In addition, each team member and the person(s) responsible for chapter entries must be indicated in event registration. (Remember that each student member is limited to only one team event.)

Event Registration Changes

The State Advisor or state designee must report any change in the original event entrants to the Director of Education no later than the deadline designated in the pre-conference program.

Event Rescheduling

If a contestant has a time conflict for an event, check with the Competitive Event Center for the rescheduling procedure. Only time conflicts caused by two concurrent BPA events may be rescheduled.

Use of Materials

Contestants may *not* share individual supplies and/or materials once an event begins.

Reference Materials

Some events allow reference materials. Check the guidelines for each contest for further information. Published/Unpublished non-electronic reference materials may be brought on a “read-only” CD-ROM and/or hard copy for events that allow resources. CD-ROM should only be used for computerized events, as no additional computer access will be provided for use of reference materials. Reference materials may *not* be used for any Open Event.

Workplace Skills Assessments/Contest Review

Advisors may view the national Workplace Skills Assessments at NLC after all testing has been completed. A representative from Competitive Event Center will supervise the area. All tests must remain in the room. Refer to the NLC program for the exact time and location.

Merit Scholar

Although this test is part of BPA Cares, it will be given at the same time as the Open Events. Any member or advisor attending the NLC may take this test on the activities, history, and programs of Business Professionals of America. Recognition is provided to all that achieve at least **85 percent**. Guidelines are printed in the *BPA Cares Handbook*. No reference materials are allowed.

ARMA Rules

For those events including records management as a competency, the *ARMA Rules for Alphabetic Filing* will be considered the authority. Refer to the [*Style & Reference Manual*](#) for excerpts of the ARMA rules. Further information is available at www.arma.org, or complete guidelines may be ordered from ARMA Inc., 11880 College Blvd., Suite 450 Overland Park, KS 66210.

Proofreader’s Marks

Standardized proofreader’s marks have been listed in the [*Style & Reference Manual*](#).

Style & Reference Manual

A standard style for documents is located in the [*Style & Reference Manual*](#). All events will be authored and scored using the styles given. Failure to follow the [*Style & Reference Manual*](#) format for any job will result in a score of zero for that job.

Business Ethics

Business Ethics, as listed in the “Competencies” section, may include ideal moral and professional standards of behavior that should be demonstrated in all work environments. Questions might cover areas such as use of work time, care of equipment, confidentiality, honesty, safety practices, and cooperation.

Human Relations

Human Relations, as listed in the “Competencies” section, may include group dynamics, cooperation, harmony, good employee relationships, employee organization, and interpersonal attitudes and behaviors.

Communications

Communications, as listed in the “Competencies” section, may include reading, writing, speaking, and listening skills.

Use of Previous or Sample Tests

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. **Contestants who violate this rule will be disqualified.**

Admission to Event Testing Sites

Only the registered contestant will be allowed into the event site. Only advisors serving as administrators or proctors will be admitted. Contestants may be disqualified if their advisor is in the event room and the advisor is not an administrator, proctor, or authorized competitive events personnel.

Use of Cellular Phones

The use of cellular phones in testing and presentation rooms is prohibited. This pertains to judges, contest administrators and contestants.

Printing Requirements

All printing in the computer lab must be in black/white or gray scale with the exception of Fundamental Desktop Publishing and Digital Publishing. For Fundamental Desktop Publishing and Digital Publishing, contestants will be permitted to bring Macintosh computers and equipment (see Guidelines for details). Those contestants bringing Macs may print in color.

Reproduction Equipment

No reproduction equipment (video cameras, cameras, digital cameras, tape or digital recorders, etc.) will be allowed in the contest room and/or viewing area unless authorized by the Business Professionals of America National Center.

Name Badges

Contestants' name badges should be worn at all times; it is permissible for contestants to introduce themselves to the judges.

Release Forms

When Release Forms are required, any student included in the project must submit a Release Form; this includes individuals and all team members.

Contestant-Provided Equipment

Some events permit contestants to bring their own equipment for presentation or preparation of competition. In these cases, contestants are permitted to bring their own laptops, printers, projectors, or iPads (or similar tablet devices). Computers or tablets may be used in place of projectors. Contestants are totally responsible for the set-up, operation, and technical support of their equipment.

NLC CALCULATOR GUIDELINES

Contestants must ensure their calculator works properly as the testing center will *not* provide batteries or spare calculators. Contestants may use only their own calculator. Contestants may bring a backup calculator in case their primary calculator fails.

ACT-approved calculators include four-function, scientific or graphic calculators. Certain calculators are entirely prohibited while others are permitted with modifications.

Prohibited calculators include:

- Texas Instruments models beginning with TI-89 and TI-92, TI-Nspire CAS (Note: The TI-Nspire (non-CAS) is permitted)
- Hewlett Packard models beginning with HP Prime, HP 48GII, HP 40G, HP 49G, HP 50G
- Casio models including fx-CP400 (ClassPad 400), Algebra fx 2.0, ClassPad 300 & 330, and all models beginning with CFX 9970G
- Electronic writing pads or pen-input devices (Note: The Sharp EL9600 is permitted)
- Handheld, tablet or laptop computers, including PDAs
- Cell phone calculators or any other electronic communications devices
- Calculators with typewriter keypads in QWERTY format

The following types of calculators are permitted, but *only* after they are modified as noted:

- Calculators that hold programs or documents – remove all documents and remove all programs that have computer algebra system functionality
- Calculators with paper tape – remove the tape
- Calculators that make noise – turn off the noise
 - Calculators with an infrared data port – completely cover the infrared data port (includes HP 38G series, HP 39G series, and HP 48G)
- Calculators that have power cords – remove all power/electrical cords

It is each contestant's responsibility to ensure that his/her calculator meets ACT requirements. Calculators that do *not* meet ACT standards will *not* be allowed during the test, which could result in a lower score for unprepared contestants. Contestants who bring prohibited calculators will *not* be provided an alternative calculator by the testing center staff, and they will *not* be allowed to use another contestant's calculator.



JUDGED EVENT GUIDELINES

Finance

- (150) Financial Analyst Team
- (155) Economic Research Individual (S)
- (160) Economic Research Team (S)

Business Administration

- (260) Administrative Support Research Project (S)

Management Information Systems

- (325) Network Design Team

Digital Communication & Design

- (410) Graphic Design Promotion
- (420) Digital Media Production
- (425) Computer Modeling (S)
- (430) Video Production Team
- (435) Web Site Design Team
- (440) Computer Animation Team (S)

- (445) Broadcast News Production Team (S)

Management, Marketing & Communications

- (500) Global Marketing Team (S)
- (505) Entrepreneurship
- (510) Small Business Management Team
- (515) Interview Skills
- (520) Advanced Interview Skills
- (525) Extemporaneous Speech (S)
- (530) Contemporary Issues (PS)
- (535) Human Resource Management
- (540) Ethics & Professionalism (PS)
- (545) Prepared Speech
- (550) Parliamentary Procedure Team (S)
- (555) Presentation Management Individual
- (560) Presentation Management Team

Judged Events Documentation Forms

All forms are available in the Download Center at www.bpa.org.

Entry Form

This must be completed for all judged events except Extemporaneous Speech (S), Contemporary Issues (PS), Human Resource Management and Ethics & Professionalism (PS).

Release Form

Events that utilize images (photographs, video or audio) require a [Release Form](#) for each individual represented in the project even if the individual is a participating student in the event.

Below are links to the forms:

[Individual Entry Form](#)

[Team Entry Form](#)

[Release Form](#)

Handwritten forms, excluding signatures, are not acceptable and will not be awarded specification points.

Contestants who do *not* participate in both parts of the event (pre-submit and judged) will *not* be ranked.

Hard copies of forms with signatures must be given to the event administrator before presenting to the judges during both the Preliminary and Final rounds. Please see the event guidelines for further information.

If the event requires an on-line submission for national competition, the information (excluding signatures) will be required at the time of submission. [Refer to NLC Deadlines.](#)

Pre-submitted Events

- (260) Administrative Support Research Project (S)
- (520) Advanced Interview Skills
- (445) Broadcast News Production Team (S)
- (440) Computer Animation Team (S)
- (425) Computer Modeling (S)
- (420) Digital Media Production
- (155) Economic Research Individual (S)
- (160) Economic Research Team (S)
- (505) Entrepreneurship
- (500) Global Marketing Team (S)
- (410) Graphic Design Promotion
- (515) Interview Skills
- (325) Network Design Team
- (430) Video Production Team
- (435) Web Site Design Team

Printing for Judged Events

Printing on-site for judged events or submitted prior to NLC may be in black/white or color.

Judges' Comments

Judges' comments will be returned for those contestants providing a stamped envelope(s) addressed to the local advisor, with the contestant ID number, school name and contest name written on the flap. The envelope(s) must be given to the contest judges at the time of the contest.

Technical Judging Materials

Materials submitted for technical judging cannot be returned and will *not* be available at NLC.

Judged Events Requiring Preliminaries and Finals

When the number of entrants in the judged event requires multiple sections, Preliminaries and Finals will be held. An equal number of the top contestants from each Preliminary section will be called back for Finals. The Finals are conducted as a new contest. Technical scores from the Preliminary round will carry forward into Finals.

Judged Event Topics

Each event that is judged has a unique topic. Details of the topic and the requirements for a specific topic are listed with the events.



INDIVIDUAL ENTRY FORM

- Please key all information requested below. Handwritten and incomplete forms will *not* be accepted.
- A hard copy must be provided to the event administrator before your presentation to the judges.
- An additional hard copy will be required if you present again as a finalist.
- Signatures are not required at the time of pre-submission; you must still supply signatures when checking into the event on-site.
- The Contestant Number is the same as the Member Number in the BPA On-line Registration System.

Event Name:

Event #:

Date:

Software Used (if applicable):

URL (if applicable):

Name	Contestant #	Grade
Chapter Name	Advisor	
City, State, ZIP		
School Phone	Fax	Advisor E-mail

Student Verification

I, the undersigned, attest that this project was conducted solely by me and that the work resulting from my effort is original and in compliance with all event specifications.

Student signature	Date
-------------------	------

Advisor Verification

I have reviewed the work to be submitted and verify that it reflects the above-named student's original work and is in compliance with all event specifications.

Advisor signature	Date
-------------------	------



TEAM ENTRY FORM

- Please key all information requested below. Handwritten and incomplete forms will *not* be accepted.
- A hard copy must be presented when you present at the National Leadership Conference.
- An additional hard copy will be required if you present again as a finalist.
- Signatures are not required at the time of pre-submission; you must still supply signatures when checking into the event on-site.
- The Contestant Number is the same as the Member Number in the BPA On-line Registration System.

Event Name:

Event #:

Team#:

Date:

Software Used (if applicable):

URL (if applicable):

Name	Contestant #	Grade
Name	Contestant #	Grade
Name	Contestant #	Grade
Name	Contestant #	Grade
Chapter Name	Advisor	
City, State, ZIP		
School Phone	Fax	Advisor E-mail

Student Verification

We, the undersigned, attest that this project was conducted solely by the team members and that the work resulting from our efforts is original and in compliance with all event specifications.

Student signature	Date
Student signature	Date
Student signature	Date
Student signature	Date

Advisor Verification

I have reviewed the work to be submitted and verify that it reflects the above-named students' original work and is in compliance with all event specifications.

Advisor signature	Date
-------------------	------



RELEASE FORM

(This form must be completed for all events as specified in the event guidelines.)

Event Name:

Event #:

Contestant ID#:

Team ID# (if applicable):

I hereby consent irrevocably to the use and reproduction (electronically or in print) of any and all photographs taken of me in any form whatsoever for a Business Professionals of America Workplace Skills Assessment Program Competitive Event.

Consent is also granted for any printed matter or audio recording used in conjunction with the photograph(s) and with the use of my name.

I have read this document and am fully aware of the content and implications, legal and otherwise.

This information must be completed here and will also be required on-line if this event is submitted to a BPA website for national competition.

Name	
Address	
City , State, ZIP	

A printed copy with signature(s) must be provided for the judges before you present.

Signature:

Date:


Signature of Parent or Guardian:

(If person is under 18 years of age.)

Date:

Business Professionals of America Workplace Skills Assessment Program

Material contained in this publication may be reproduced for member and/or event use only.

<div></div> <div>Today's students. Tomorrow's business professionals.</div> <div>EVENTS AT A GLANCE</div>	Maximum minutes for orientation, prep and warm-up	Maximum minutes for wrap-up	Actual minutes of testing and/or presentation	May event be repeated?	Are production standards used?	May reference materials be used? (See WSAP for details)	Computer and printer provided by BPA?	Color printing allowed?	Bring own computer?	Judges utilized*	Number of state entries eligible for national competition	Level for this event	Associate Division Event	Additional Certification Component
Virtual														
Virtual Multimedia and Promotion — Individual	5		10	Y	Y	N	N	Y	Y	Y	U	S, PS	Y	
Virtual Multimedia and Promotion — Team	5		10	Y	Y	N	N	Y	Y	Y	U	S, PS	Y	
Software Engineering Team	5		10	Y	Y	N	N	Y	Y	Y	U	S, PS	Y	
Web Application Team	5		10	Y	Y	N	N	Y	Y	Y	U	S, PS	Y	
Mobile Applications	5		10	Y	Y	N	N	Y	Y	Y	U	S, PS	Y	
Promotional Photography-Pilot	3		7	Y	Y	N	N	Y	Y	Y	U	S, PS	Y	
Fair Trade Challenge	See www.bpa.org/nlc/fairtrade for specifications			Y	Y	N	N	Y	Y	Y	U	S, PS	Y	
Finance														
(100) Fundamental Accounting	10	10	90	N	N	Y	N				5	S	Y	
(105) College Accounting	10	10	90	N	N	Y	N				5	PS		
(110) Advanced Accounting	10	10	90	Y	N	Y	N				5	S		
(115) Advanced College Accounting	10	10	90	Y	N	Y	N				5	PS		
(125) Payroll Accounting	10	10	90	Y	N	Y	N				5	S		
(130) College Payroll Accounting	10	10	90	Y	N	Y	N				5	PS		
(135) Managerial Accounting	10	10	90	Y	N	Y	N				5	PS		
(140) Federal Income Tax Accounting	10	10	90	Y	N	Y	N				5	PS		
(145) Banking & Finance	10	10	60	Y	N	Y	N				5	S, PS		
(150) Financial Analyst Team	10		90/10	Y	N	Y	N	Y	Y	2	2	S, PS		
(155) Economic Research Individual	3		7	Y	N	N	N			2	3	S		
(160) Economic Research Team	3		7	Y	N	N	N			2	2	S		
(165) Personal Financial Management	10	10	60	Y	N	Y	N				5	S, PS		
(190) Financial Math & Analysis Concepts — Open Event			60	Y	N	N	N				U	S, PS	Y	

***Rating sheets are provided in the guidelines.**


Y = Yes

N = No

S = Secondary

PS = Post-secondary

U = Unlimited

 EVENTS AT A GLANCE	Maximum minutes for orientation, prep, and warm-up.	Maximum minutes for wrap-up	Actual minutes of testing and/or presentation	May event be repeated?	Are production standards used?	May reference materials be used? (See WSAP for details)	Computer and printer provided by BPA?	Color printing allowed?	Bring own computer?	Judges utilized*	Number of state entries eligible for national competition	Level for this event	Associate Division Event	Additional Certification Component
Business Administration														
(200) Fundamental Word Processing	10	10	60	N	Y	Y	Y				5	S, PS	Y	
(205) Intermediate Word Processing	10	10	60	N	Y	Y	Y				5	S, PS	Y	
(210) Advanced Word Processing	10	10	90	Y	Y	Y	Y				5	S, PS		Y
(215) Integrated Office Applications	10	10	90	Y	Y	Y	Y				5	S, PS		Y
(220) Basic Office Systems & Procedures	10	10	90	N	Y	Y	Y				5	S, PS		
(225) Advanced Office Systems & Procedures	10	10	90	Y	Y	Y	Y				5	S, PS		
(230) Fundamental Spreadsheet Applications	10	10	90	N	N	Y	Y				5	S, PS		
(235) Advanced Spreadsheet Applications	10	10	90	Y	N	Y	Y				5	S, PS		Y
(240) Database Applications	10	10	90	Y	N	Y	Y				5	S, PS		Y
(245) Legal Office Procedures	10	10	60	Y	Y	Y	Y				5	S, PS		
(250) Medical Office Procedures	10	10	60	Y	Y	Y	Y				5	S, PS	Y	
(255) Administrative Support Team	10	10	90	Y	Y	Y	Y				2	S, PS	Y	
(260) Admin. Support Research Project	3		7	Y	N	N	N			2	3	S	Y	
(290) Admin. Support Concepts — Open Event			60	Y	N	N	N				U	S, PS	Y	
Management Information Systems														
(300) Computer Network Technology			60	Y	N	Y	N				5	S, PS	Y	Y
(305) PC Servicing & Troubleshooting	See guidelines for administration			Y	N	Y	N				5	S, PS		Y
(310) Network Administration Using Microsoft®			60	Y	N	Y	N				5	S, PS		Y
(315) Systems Administration Using Cisco®			60	Y	N	Y	N				5	S, PS		
(320) Computer Security	See guidelines for administration			Y	N	Y	N				5	S, PS	Y	Y
(325) Network Design Team	10		30/10	Y	Y	Y	N	Y	Y	2	2	S, PS		
(330) Visual Basic/C# Programming	10	10	90	Y	N	Y	N		Y		5	S, PS		Y
(335) C++ Programming	10	10	90	Y	N	Y	N		Y		5	S, PS		
(340) Java Programming	10	10	90	Y	N	Y	N		Y		5	S, PS		
(345) SQL Database Fundamentals			60	Y	N	Y	N				5	S, PS		
(390) Computer Programming Concepts — Open Event			60	Y	N	N	N				U	S, PS	Y	
(391) Information Tech Concepts — Open Event			60	Y	N	N	N				U	S, PS	Y	

***Rating sheets are provided in the guidelines.**

Y = Yes

N = No

S = Secondary

PS = Post-secondary

U = Unlimited

Business Professionals of America Workplace Skills Assessment Program

Material contained in this publication may be reproduced for member and/or event use only.



Today's students.
Tomorrow's business professionals.

EVENTS AT A GLANCE

	Maximum minutes for orientation, prep, and warm-up	Maximum minutes for wrap-up	Actual minutes of testing and/or presentation	May event be repeated?	Are production standards used?	May reference materials be used? (See WSAP for details)	Computer and printer provided by BPA?	Color printing allowed?	Bring own computer?	Judges utilized*	Number of state entries eligible for national competition	Level for this event	Associate Division Event	Additional Certification Component
Digital Communication & Design														
(400) Fundamental Desktop Publishing	10	10	90	Y	Y	Y	Y	Y			5	S, PS	Y	
(405) Fundamentals of Web Design	10	10	90	Y	N	Y	Y				5	S, PS		Y
(410) Graphic Design Promotion	5		10	Y	N	N	N	Y		2	3	S, PS	Y	
(415) Digital Publishing	10	10	90	Y	Y	Y	Y	Y			5	S, PS	Y	
(420) Digital Media Production	5		10	Y	N	N	N	Y	Y	2	3	S, PS	Y	
(425) Computer Modeling	5		10	Y	N	N	N		Y	2	3	S		
(430) Video Production Team	5		10	Y	N	N	N	Y	Y	2	2	S, PS	Y	
(435) Web Site Design Team	5		10	Y	N	N	N	Y	Y	2	2	S, PS	Y	
(440) Computer Animation Team	5		10	Y	N	N	N		Y	2	2	S		
(445) Broadcast News Production Team	5		10	Y	N	N	N		Y	2	2	S		
Management, Marketing & Communication														
(500) Global Marketing Team	10		10	Y	N	N	N	Y	Y	2	2	S		
(505) Entrepreneurship	5		10	Y	N	N	N	Y	Y	2	3	S, PS	Y	
(510) Small Business Management Team	10		30/10	Y	N	Y	N		Y	2	2	S, PS		
(515) Interview Skills			15	N	N	N	N			2	3	S, PS	Y	
(520) Advanced Interview Skills			15	Y	N	N	N			2	3	S, PS	Y	
(525) Extemporaneous Speech	10		2-4	Y	N	N	N			2	3	S	Y	
(530) Contemporary Issues	10		3-5	Y	N	N	N			2	3	PS		
(535) Human Resource Management	20		3-5	Y	N	Y	N			2	3	S, PS		
(540) Ethics & Professionalism	20		5-7	Y	N	Y	N			2	3	PS		
(545) Prepared Speech	1		5-7	Y	N	Y	N			2	3	S, PS	Y	
(550) Parliamentary Procedure Team	15		15	Y	N	Y	N			3	2	S		
(555) Presentation Management Individual	5		7-10	Y	N	N	N		Y	2	3	S, PS		
(560) Presentation Management Team	5		7-10	Y	N	N	N		Y	2	2	S, PS	Y	
(590) Business Meeting Management Concepts — Open Event			60	Y	N	N	N				U	S, PS	Y	
(591) Management, Marketing & Human Resources Concepts — Open Event			60	Y	N	N	N				U	S, PS	Y	
(592) Parliamentary Procedure Concepts — Open Event			60	Y	N	N	N				U	S, PS	Y	
(593) Project Management Concepts — Open Event			60	Y	N	N	N				U	PS	Y	

*Rating sheets are provided in the guidelines.

Y = Yes

N = No

S = Secondary

PS = Post-secondary

U = Unlimited

NATIONAL BPA DEADLINES

All pre-submitted events must be submitted electronically. Each site will contain instructions on uploading files. Contestants must be registered and have their contestant ID # ready when uploading pre-submission files. All files (unless specifically indicated in the *Guidelines*) must be submitted in PDF format.

Handwritten forms, excluding signatures, are not acceptable and will not be awarded specification points.

Materials for contests that are ***not*** listed below will be turned in at a designated time and place at NLC.

The dates listed are **national deadlines**. Check with your State Advisor to determine regional/district and state deadlines. Please be aware that states may require that additional contest materials be submitted prior to the state conference.

Item	Deadline	Websites
Administrative Support Research Project (S)	Submitted by 11:59 p.m. Eastern Time, April 1, 2016	http://www.bpa.org/submit
Advanced Interview Skills	Submitted by 11:59 p.m. Eastern Time, April 1, 2016	http://www.bpa.org/submit
Broadcast News Production Team (S)	Submitted by 11:59 p.m. Eastern Time, April 1, 2016	http://www.bpa.org/submit
Computer Animation Team (S)	Submitted by 11:59 p.m. Eastern Time, April 1, 2016	http://www.bpa.org/submit
Computer Modeling (S)	Submitted by 11:59 p.m. Eastern Time, April 1, 2016	http://www.bpa.org/submit
Digital Media Production	Submitted by 11:59 p.m. Eastern Time, April 1, 2016	http://www.bpa.org/submit
Economic Research Individual (S)	Submitted by 11:59 p.m. Eastern Time, April 1, 2016	http://www.bpa.org/submit
Economic Research Team (S)	Submitted by 11:59 p.m. Eastern Time, April 1, 2016	http://www.bpa.org/submit
Entrepreneurship	Submitted by 11:59 p.m. Eastern Time, April 1, 2016	http://www.bpa.org/submit
Global Marketing Team (S)	Submitted by 11:59 p.m. Eastern Time, April 1, 2016	http://www.bpa.org/submit
Graphic Design Promotion	Submitted by 11:59 p.m. Eastern Time, April 1, 2016	http://www.bpa.org/submit
Interview Skills	Submitted by 11:59 p.m. Eastern Time, April 1, 2016	http://www.bpa.org/submit
Network Design Team	Submitted by 11:59 p.m. Eastern Time, April 1, 2016	http://www.bpa.org/submit
Video Production Team	Submitted by 11:59 p.m. Eastern Time, April 1, 2016	http://www.bpa.org/submit
Web Site Design Team	Submitted by 11:59 p.m. Eastern Time, April 1, 2016	http://www.bpa.org/submit
Virtual Events	February 22, 2016; see individual event for specifications	http://www.bpa.org/submit
NLC Competitive Events Registration	Online registration by April 1, 2016	www.bpa.org
NLC Registration	Early registration: 2/28-4/1/2016 Late registration: 4/2-4/6/2016	www.bpa.org
NLC Hotel Reservations	Online by April 1, 2016	www.bpa.org

NLC Registration Refund Requests	Postmarked by April 15, 2016	Business Professionals of America 5454 Cleveland Avenue Columbus, OH 43231-4021
National Officer Candidate Application	Postmarked by April 1, 2016	Business Professionals of America 5454 Cleveland Avenue Columbus, OH 43231-4021
BPA Cares Awards	Submitted by April 1, 2016	Submit as outlined in BPA Cares Handbook
Ambassador Torch Award	Submitted by April 1, 2016	http://www.bpa.org/awards/torchsystem

FUTURE NLC SITES

Year	Location	Date
2017	Orlando, FL	May 10-14
2018	Dallas, TX	May 9-13
2019	Anaheim, CA	May 1-5
2020	Washington, DC	May 6-10
2021	Orlando, FL	May 5-9

**National
Leadership
Conference
2016**

**Boston, MA
May 5-9**

National Leadership Conference 2016			
Submission Deadline: April 1, 2016 by 11:59 p.m. Eastern Time			
Event	What to Submit at http://www.bpa.org/submit	Saved File Name	Bring to Conference * Copies below must be brought for BOTH preliminaries and finals
Finance (100's)			
Economic Research Project - Individual (155)	1) Research Paper - PDF format 2) Individual Entry Form - PDF format	Econ. Research Proj. Ind. Individual Entry Form	2 Copies of Research Paper 2 Copies of signed Individual Entry Form
Economic Research Project - Team (160)	1) Research Paper - PDF format 2) Team Entry Form - PDF format	Econ. Research Proj. Team Team Entry Form	2 Copies of Research Paper 2 Copies of signed Team Entry Form
Business Administration (200's)			
Administrative Support Research Project (260)	1) Research Paper - PDF format 2) Individual Entry Form - PDF format	Admin. Res. Proj. Ind. Individual Entry Form	2 Copies of Research Paper 2 Copies of signed Individual Entry Form
Management Information System (300's)			
Network Design Team (325)	1) Written proposal (Report Format) - PDF format 2) Team Entry Form - PDF format	NDT Written Proposal Team Entry Form	2 Copies of Written Proposal 2 Copies of signed Team Entry Form
Digital Communication & Design (400's)			
Graphic Design Promotion (410)	1) Flyer - PDF or JPG or PNG Format 2) Logo - PDF or JPG or PNG Format 3) Logo - 2x2 pin size - PDF or JPG or PNG Format 4) Individual Entry Form - PDF format	Graphic Design Flyer Graphic Design Logo Graphic Design Pin Individual Entry Form	2 Copies of Flyer 2 Copies of 4x4 Logo 2 copies of 2x2 Logo 1 Copy of signed Individual Entry Form
Digital Media Production (420)	1) Individual Entry Form, including URL to project AND Release Form(s) in one combined PDF document.	Digital Media Forms	1 Copy of signed Individual Entry Form 1 Copy of signed Release Form(s)

Computer Modeling (425)	1) Individual Entry Form, including URL to project AND Release Form(s) in one combined PDF document.	Computer Modeling Forms	2 Copies of concept art/prototypes 2 Copies of signed Individual Entry Form 2 Copies of signed Release Form(s)
Video Production Team (430)	1) Team Entry Form, including URL to project AND Release Form(s) in one combined PDF document.	Video Production Forms	1 Copy of Script 1 Copy of Storyboard 1 Copy of signed Team Entry Form 1 Copy of signed Release Form(s)
Web Site Design Team (435)	1) Team Entry Form, including URL to project (including any necessary login credentials, if necessary) AND Release Form(s) in one combined PDF document.	Web Site Design Forms	1 Copy of signed Team Entry Form 1 Copy of signed Release Form(s)
Computer Animation Team (440)	1) Team Entry Form, including URL to project AND Release Form(s) in one combined PDF document.	Computer Animation Forms	2 Copies of Storyboard 2 Copies of signed Team Entry Form 1 Copy of signed Release Form(s)
Broadcast News Production Team (445)	1) Team Entry Form, including URL to project AND Release Form(s) in one combined PDF document.	Broadcast News Forms	1 Copy of signed Team Entry Form 1 Copy of signed Release Form(s)
Management, Marketing & Communication (500's)			
Global Marketing Team (500)	1) Marketing Plan - PDF format 2) Team Entry Form - PDF format	Global Marketing Team Plan Team Entry Form	2 Copies of Marketing Plan 1 Copy of signed Team Entry Form
Entrepreneurship (505)	1) Business Plan - PDF format 2) Individual Entry Form - PDF format	Entrepreneurship Plan Individual Entry Form	1 Copy of Business Plan 1 Copy of signed Individual Entry Form
Interview Skills (515)	1) Cover Letter - PDF format 2) Resume - PDF format 3) Application - Contestant MUST Complete ONLINE 4) Individual Entry Form - PDF format	Interview Cover Letter Interview Resume Individual Entry Form	1 Copy of Cover Letter 1 Copy of Resume 1 Copy of signed Individual Entry Form
Advanced Interview Skills (520)	1) Cover Letter - PDF format 2) Resume - PDF format 3) Application - Contestant MUST Complete ONLINE 4) Individual Entry Form - PDF format	Adv. Interview Cover Letter Adv. Interview Resume Individual Entry Form	1 Copy of Cover Letter 1 Copy of Resume 1 Copy of Portfolio (must NOT be left with judges) 1 Copy of signed Individual Entry Form

NLC 2016 COMPUTER SOFTWARE LIST

Provided at national level competition—regional and state levels may vary!

PCs with Microsoft® Windows format will be used for all events

<i>Event</i>	<i>Software Packages</i>
Administrative Support Team	MS Office 2013
Advanced Office Systems & Procedures	MS Office 2013
Advanced Spreadsheet Applications	MS Excel 2013
Advanced Word Processing	MS Office 2013
Basic Office Systems & Procedures	MS Office 2013
Database Applications	MS Access 2013
Digital Publishing	MS Publisher 2013, Adobe InDesign® CS6, Adobe Illustrator® CS6
Fundamental Desktop Publishing	MS Office 2013, MS Publisher 2013, Adobe InDesign® CS6
Fundamental Spreadsheet Applications	MS Excel 2013
Fundamental Word Processing	MS Office 2013
Fundamentals of Web Design	NotePad
Integrated Office Applications	MS Office 2013
Intermediate Word Processing	MS Office 2013
Legal Office Procedures	MS Office 2013
Medical Office Procedures	MS Office 2013

Check individual event guidelines for information regarding the use of contestant's own computers. Contestants who bring their own computer for events, as permitted, must also bring all supporting devices (including portable printer, software, extension cords, power strips, paper, etc.) as outlined in event guidelines. Printers are not needed for any programming contests in Management Information Systems. Electrical power is provided. Carry-in and set-up of equipment must be done solely by the contestant(s), and must take place within the time allotted for orientation/warm-up.

Beginning with the 2016-17 membership year, MS Publisher will no longer be used in Digital Publishing.

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant(s). Contestants who experience failure problems with their equipment will *not* be rescheduled. Contestants bringing their own computers and software should note that contests are authored for the software listed above and may *not* run on alternate software. Portable media (flash drive, etc.), if needed, will be provided for contestants by the National Center.

NLC 2016 Industry Certification

Provided at national level competition. The certification testing will count as 25% of the final score for each of the BPA Competitive Events listed below.

BPA Competitive Event Name	Industry Certification Offered by Certiport
Advanced Spreadsheet Applications	MOS Excel Core Exam 2013
Advanced Word Processing	MOS Word Core Exam 2013
Computer Network Technology	MTA Networking Fundamentals
Computer Security	MTA Security Fundamentals
Database Applications	MOS Access 2013
Fundamentals of Web Design	MTA HTML5 Application Developer Fundamentals
Integrated Office Applications	MOS PowerPoint 2013
Network Administration Using Microsoft®	MTA Networking Fundamentals
PC Servicing and Troubleshooting	MTA Windows OS Fundamentals
Visual Basic/C# Programming	MTA Software Development Fundamentals – VB Exam OR MTA Software Development Fundamentals C# Exam

Learn, Practice, Certify

Discover the one-stop, total learning solution for helping your students get certified and get noticed. Certiport's pathway to certification includes top-notch instructional materials, preparatory assessment exams, and performance-based testing.

And now, for a limited time, new BPA customers may receive an additional 10% discount on the purchase of a new MOS Site License. New BPA customers must mention the redemption code, "BPA Partner" at the time of purchase. To learn more, visit Certiport.com/BPA or contact Certiport for additional details.

www.certiport.com 1.888.999.9830

Learn, Practice, Certify

Think you have what it takes to reach the podium? The best way to show the world you know your stuff is to be prepared. Before anything else, preparation is the key to success. Reaching your goals this year at the National Leadership Conference has never been easier. Between now and March 31, 2016, BPA members may enjoy access to the industry's best certification test preparation materials for an amazingly low price of \$25 per user. That's a total savings of over 65%. To learn more, visit Certiport.com/BPA or contact Certiport for additional details.

www.certiport.com 1.888.999.9830

ALPHABETICAL LISTING OF WORKPLACE SKILLS ASSESSMENTS

Administrative Support Concepts – Open Event (290)
Administrative Support Research Project (S) (260)
Administrative Support Team (255)
Advanced Accounting (S) (110)
Advanced College Accounting (PS) (115)
Advanced Interview Skills (520)
Advanced Office Systems & Procedures (225)
Advanced Spreadsheet Applications (235)
Advanced Word Processing (210)
Banking & Finance (145)
Basic Office Systems & Procedures (220)
Broadcast News Production Team (S) (445)
Business Meeting Management Concepts –
Open Event (590)
C++ Programming (335)
College Accounting (PS) (105)
College Payroll Accounting (PS) (130)
Computer Animation Team (S) (440)
Computer Modeling (S) (425)
Computer Network Technology (300)
Computer Programming Concepts – Open Event (390)
Computer Security (320)
Contemporary Issues (PS) (530)
Database Applications (240)
Digital Media Production (420)
Digital Publishing (415)
Economic Research Individual (S) (155)
Economic Research Team (S) (160)
Entrepreneurship (505)
Ethics & Professionalism (PS) (540)
Extemporaneous Speech (S) (525)
Fair Trade Challenge (V07)
Federal Income Tax Accounting (PS) (140)
Financial Analyst Team (150)
Financial Math & Analysis Concepts – Open Event (190)
Fundamental Accounting (S) (100)
Fundamental Desktop Publishing (400)
Fundamental Spreadsheet Applications (230)
Fundamental Word Processing (200)
Fundamentals of Web Design (405)
Global Marketing Team (S) (500)
Graphic Design Promotion (410)
Human Resource Management (535)
Information Technology Concepts – Open Event (391)
Integrated Office Applications (215)
Intermediate Word Processing (205)
Interview Skills (515)
Java Programming (340)
Legal Office Procedures (245)
Management, Marketing, & Human Resources Concepts
– Open Event (591)
Managerial Accounting (PS) (135)
Medical Office Procedures (250)
Mobile Applications (V05)
Network Administration Using Microsoft® (310)
Network Design Team (325)
Parliamentary Procedure Concepts – Open Event (592)
Parliamentary Procedure Team (S) (550)
Payroll Accounting (S) (125)
PC Servicing & Troubleshooting (305)
Personal Financial Management (165)
Prepared Speech (545)
Presentation Management Individual (555)
Presentation Management Team (560)
Project Management Concepts – Open Event (PS) (593)
Promotional Photography-Pilot (V06)
Small Business Management Team (510)
Software Engineering Team (V03)
SQL Database Fundamentals (345)
Systems Administration Using Cisco® (315)
Video Production Team (430)
Visual Basic/C# Programming (330)
Virtual Multimedia and Promotion–Individual (V01)
Virtual Multimedia and Promotion–Team (V02)
Web Application Team (V04)
Web Site Design Team (435)

WORKPLACE SKILLS ASSESSMENT STANDARDS

The skills listed below have been identified as those common to all WSAP Competitive Events.

Skills common to the five core assessment areas: Finance, Business Administration, Management Information Systems, Digital Communication & Design, and Management, Marketing & Communication are also listed.

These are *not* intended to replace the individual event competencies, but to provide an overview and guidelines to ensure that the WSAP is preparing our members for successful careers by assessing real workplace skills.

Essential Skills

- BPAES1 Demonstrate effective written and oral communication skills.
- BPAES2 Demonstrate critical thinking skills to make decisions and to solve problems.
- BPAES3 Demonstrate professionalism and ethical behavior.
- BPAES4 Demonstrate effective leadership and teamwork skills.
- BPAES5 Conduct accurate research using various resources and methods.
- BPAES6 Demonstrate appropriate technology concepts and digital citizenship.
- BPAES7 Demonstrate knowledge of employability skills.
- BPAES8 Develop products using creativity and innovation.
- BPAES9 Demonstrate skills needed to function effectively in today's global economy.
- BPAES10 Perform mathematical calculations.

Finance Workplace Skills

- F1 Use correct terminology related to finance.
- F2 Use analytical and mathematical skills in solving financial problems.

Business Administration Workplace Skills

- BA1 Utilize spreadsheet software to create, edit, and publish industry appropriate documents.
- BA2 Utilize word processing software to create, edit, and publish industry appropriate documents.

Management Information Systems Workplace Skills

- MIS1 Utilize digital tools to gather, evaluate, and use information.
- MIS2 Demonstrate a sound understanding of technology concepts, systems, and operations.
- MIS3 Design and produce quality IT product/service.
- MIS4 Explain how IT increases business productivity and effectiveness.
- MIS5 Demonstrate an understanding of project management concepts in IT.
- MIS6 Utilize the key functions and applications of software.
- MIS7 Demonstrate an understanding of technologies that influence business practices.

Digital Communication & Design Workplace Skills


- DCD1 Utilize presentation software to create, edit, and publish industry appropriate documents.
- DCD2 Utilize desktop publishing software to create, edit, and publish industry appropriate documents.
- DCD3 Demonstrate knowledge of basic web page design and functioning.

Management, Marketing & Communication Workplace Skills

- MMC1 Demonstrate an understanding of management, marketing, and human resources concepts and practices.
- MMC2 Demonstrate an understanding of integrity and ethics in work environments across domestic and international demographics.
- MMC3 Evaluate, prioritize, interpret, and communicate analysis of business data to develop and communicate solutions.
- MMC4 Produce a written marketing plan focusing on price, product, place and promotion.
- MMC5 Demonstrate knowledge and understanding of an entrepreneurial business plan.
- MMC6 Analyze short- and long-term financial impacts to recommend a plan of action.
- MMC7 Apply understanding of managing equipment needs, merchandising, business ethics, personal image, market research, advertising, bankruptcy, legal issues, financial issues, expansion, international business, environmental issues, economic issues, and customer relations.
- MMC8 Demonstrate professionalism through appearance and interpersonal skills.


CAREER CLUSTER CROSSWALKS

For more information about the States' Career Clusters Initiative (SCCI), visit www.careerclusters.org.

 Today's students. Tomorrow's business professionals.	Arts, AV Technology & Communications	Business, Management & Administration	Finance	Government & Public Administration	Health Science	Information Technology	Law, Public Safety, Corrections & Security	Marketing, Sales & Service
Virtual								
Virtual Multimedia and Promotion—Individual						X		
Virtual Multimedia and Promotion—Team						X		
Software Engineering Team						X		
Web Application Team						X		X
Mobile Applications						X		
Promotional Photography	X					X		
Fair Trade Challenge		X	X					X
Finance								
Fundamental & College Accounting		X	X					
Advanced & Advanced College Accounting		X	X					
Payroll & College Payroll Accounting		X	X					
Managerial Accounting		X	X					
Federal Income Tax Accounting		X	X	X				
Banking & Finance		X	X					
Financial Analyst Team		X	X			X		
Economic Research Individual		X	X					
Economic Research Team		X	X					
Personal Financial Management		X	X					
Financial Math & Analysis Concepts—Open			X					
Business Administration								
Fundamental Word Processing		X				X		
Intermediate Word Processing		X				X		
Advanced Word Processing		X				X		
Integrated Office Applications		X				X		
Basic Office Systems & Procedures		X				X		
Advanced Office Systems & Procedures		X				X		
Fundamental Spreadsheet Applications		X	X			X		
Advanced Spreadsheet Applications		X	X			X		
Database Applications		X				X		
Legal Office Procedures		X				X	X	
Medical Office Procedures		X			X	X		
Administrative Support Team		X				X		
Administrative Support Research Project		X						
Administrative Support Concepts—Open		X						

Business Professionals of America Workplace Skills Assessment Program

Material contained in this publication may be reproduced for member and/or event use only.

 Today's students. Tomorrow's business professionals.	Arts, A/V Technology & Communications	Business, Management & Administration	Finance	Government & Public Administration	Health Science	Information Technology	Law, Public Safety, Corrections & Security	Marketing, Sales & Service
Management Information Systems								
Computer Network Technology						X		
PC Servicing & Troubleshooting		X				X		
Network Administration Using Microsoft®						X		
Systems Administration Using Cisco®						X		
Computer Security		X				X		
Network Design Team						X		
Visual Basic/C# Programming						X		
C++ Programming						X		
Java Programming						X		
SQL Database Fundamentals						X		
Information Technology Concepts—Open						X		
Computer Programming Concepts—Open						X		
Digital Communication & Design								
Fundamental Desktop Publishing	X	X				X		X
Fundamentals of Web Design						X		X
Graphic Design Promotion	X	X	X			X		X
Digital Publishing	X	X				X		
Digital Media Production	X					X		X
Computer Modeling						X		
Video Production Team	X					X		X
Web Site Design Team						X		X
Computer Animation Team	X					X		X
Broadcast News Production Team	X					X		
Management, Marketing & Communication								
Global Marketing Team		X	X	X		X		X
Entrepreneurship		X	X					X
Small Business Management Team		X	X					X
Interview Skills		X						X
Advanced Interview Skills		X						X
Extemporaneous Speech/Contemporary Issues		X						X
Human Resource Management		X						X
Ethics & Professionalism		X						X
Prepared Speech		X						X
Parliamentary Procedure Team		X						
Presentation Management Individual		X				X		X
Presentation Management Team		X				X		X

Management, Marketing & Communication (continued)								
Management, Marketing & Human Resources Concepts—Open		x						x
Parliamentary Procedure Concepts—Open		x						
Business Meeting Management Concepts—Open		x						
Project Management Concepts—Open		x				x		

VIRTUAL COMPETITIVE **EVENTS**

These events are offered only at the national level. All members may register and submit entries. There are no limits. All entries are judged technically and via an on-line presentation. Top ten winners will be decided without consideration for division.

The ten contestants with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase. See <http://www.bpa.org/nlc/NationalShowcase> for more information.

- (V01) [Virtual Multimedia and Promotion - Individual](#)
- (V02) [Virtual Multimedia and Promotion - Team](#)
- (V03) [Software Engineering Team](#)
- (V04) [Web Application Team](#)
- (V05) [Mobile Applications](#)
- (V06) [Promotional Photography-Pilot](#)
- (V07) [Fair Trade Challenge](#)

Virtual Multimedia and Promotion - Individual (V01)

Description

Create a **1:00 to 2:30** minute digital promotion based upon the assigned topic. This national event will be submitted and judged virtually. Awards will be presented at the National Leadership Conference.

Topic

Professional Business Associates, Inc., has hired you to create a product and market it via social media.

***Consider using this product for the Fair Trade Challenge

Event Registration

- Advisors register members for the event using the Membership Registration System, accessible at <http://www.bpa.org/membership/regsystem>.
- The event can be added to your invoice using step 4, “Virtual Event Registration.” Enter the name of each student into the “notes” field.
- Event registration can be purchased with your original invoice or with a new invoice after member registration.
- Registration deadline is November 16, 2015.

Entry Fee

There will be a \$10 fee for each entry (invoiced during event registration).

Eligibility

- Any active Business Professionals of America student member may enter this event.
- There are no restrictions on number of entries per chapter or per state.

Competencies

Business Professionals of America Essential Skills

- Demonstrate effective written and oral communication skills.
- Demonstrate critical thinking skills to make decisions and to solve problems.
- Demonstrate professionalism and ethical behavior.
- Demonstrate effective leadership and teamwork skills.
- Conduct accurate research using various resources and methods.
- Demonstrate appropriate technology concepts and digital citizenship.
- Demonstrate knowledge of employability skills.
- Develop products using creativity and innovation.
- Demonstrate skills needed to function effectively in today's global economy.
- Perform mathematical calculations.

Information Technology Common Standards

- Utilize digital tools to gather, evaluate, and use information.
- Demonstrate a sound understanding of technology concepts, systems, and operations.
- Design and produce quality IT product/service.
- Explain how IT increases business productivity and effectiveness.
- Demonstrate an understanding of project management concepts in IT.
- Explain the key functions and applications of software.
- Demonstrate an understanding of how new IT technologies influence business practices.

- Demonstrate technical knowledge of the Internet.
- Demonstrate knowledge of basic web page design and functioning.

Event Specific Skills

- Develop a project plan and timeline.
- Apply problem solving techniques.
- Demonstrate knowledge of multimedia and promotion.
- Demonstrate utilization of various audio and video software applications.
- Demonstrate knowledge of graphic design including color, animation, audio, and video.

Specifications

- Copyright and Fair Use Guidelines apply. You may *not* use any words, diagrams, clipart and/or artwork that are not public domain. Copyrighted materials, other than the Business Professionals of America logo, name, and tagline, may *not* be used—even with written permission.
- No registered trademarks or names may be used. It is the policy of Business Professionals of America to comply with state and federal copyright laws. Although a work may be freely accessible on the Internet and contain no statement of copyright, copyright law provides that such works are protected. Contestants must assume that works are protected by copyright until they learn otherwise.
- **Contestant(s) will be DISQUALIFIED for violations of the Copyright Law.**
- Projects must be uploaded to a video/file sharing site (Vimeo, YouTube, or Dropbox, etc.)
 - It is recommended that you set the access level of your project to private.
- Submit the [Individual Entry Form](#) including the URL to the project and [Release Form\(s\)](#) in a combined PDF document to: <http://www.bpa.org/submit>, no later than 11:59 pm, on February 22, 2016.
 - **NOTE: Member ID will be required for all submissions.**
- Completed final product dimensions should be *at least* 720 x 480.
- Participants must include the BPA logo, tagline, and colors in the video.
- National Business Professionals of America *grants permission* for the use of the copyrighted logo and tagline.
- The contestant is responsible for securing a [Release Form](#) from any person whose image is used in the production.
- All text/graphic materials must follow the organization's [Graphic Standards](#) and make proper use of the logo and/or organization's name. (Refer to the [Graphic Standards](#) in the [Style & Reference Manual](#).)
- Contestants' advisors will be contacted to reserve a time for a videoconference presentation before a panel of judges. Presentation reservations will only be granted to contestants that have met all previous deadlines and submitted a completed project in full; e-mail confirmation will sent to those contestants eligible to reserve a presentation time. The dates and times for presentation reservations will be announced via e-mail notification.
 - The ten contestants with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase. See <http://www.bpa.org/nlc/NationalShowcase> for more information.
- The top ten contestants will participate in a forum for all participants and advisors.

Method of evaluation

Application

Technical Judges' Rating Sheet

Presentation Judges' Rating Sheet

Length of event

No more than five (5) minutes set-up

No more than ten (10) minutes presentation time

No more than five (5) minutes judges' questions

Please note: Those contestants who wish to receive judges' comments must submit an e-mail address at the time of submission.

Virtual Multimedia and Promotion Individual (V01) Scoring Rubric/Rating Sheet

Judge Number _____

Contestant Number _____

Contestant Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes (Disqualification)	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the disqualification below:		

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Production Layout					
Visual organization is easily understood	1-5	6-10	11-15	16-20	
Aesthetic use of colors and fonts	1-5	6-10	11-15	16-20	
Consistent format	1-5	6-10	11-15	16-20	
Graphics/Media Use					
Enhances assigned topic	1-5	6-10	11-15	16-20	
Creativity	1-5	6-10	11-15	16-20	
Originality of graphics	1-5	6-10	11-15	16-20	
Effective use of innovative technology (may include animations)	1-5	6-10	11-15	16-20	
Use of transitions and continuity must exist in the production	1-5	6-10	11-15	16-20	
Content					
Depth of research	1-5	6-10	11-15	16-20	
Aligns to topic	1-5	6-10	11-15	16-20	
Effectiveness	1-5	6-10	11-15	16-20	
Supports task and influences audience	1-5	6-10	11-15	16-20	
Grammar, Spelling, Punctuation, and Usage	0 (3+ errors)	5 (2 errors)	10 (1 error)	15 (0 errors)	
TECHNICAL SCORE (255 points maximum)					

Presentation Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded
PRESENTATION POINTS					
Ability to explain development/design process	1-5	6-10	11-15	16-20	
Offered clear and direct responses to interview questions	1-5	6-10	11-15	16-20	
Grammar, Spelling, Punctuation, and Usage	1-5	6-10	11-15	16-20	
Presentation quality/style	1-5	6-10	11-15	16-20	
TOTAL PRESENTATION POINTS (80 points maximum)					

SPECIFICATION POINTS: All points or none per item are awarded.	Points Awarded
Submitted required documentation.	10
Adhered to time specifications of 1:00 minute to 2:30 minutes.	10
Video has motion graphics.	10
Adhered to specified dimensions of at least 720 x 480.	10
Conformed to BPA Graphic Standards . Logo and tagline must be used together. Color could be the same either in black, navy, or the official colors.	10
TOTAL SPECIFICATION POINTS (50 points maximum)	

TOTAL MAXIMUM POINTS = 385

Virtual Multimedia and Promotion - Team (V02)

Description

Create a **1:00 to 2:30** minute digital promotion based upon the assigned topic. This national event will be submitted and judged virtually. Awards will be presented at the National Leadership Conference.

Topic

Professional Business Associates, Inc. is looking for a talent performer for their upcoming 20th Anniversary. You are tasked with developing and marketing an event called, “Undiscovered Talent” that will discover the talent performer.

Suggestions include:

- Developing, recording, and marketing a talent show
- Social Media Marketing
- Social Media Recruitment
- Researching talent acts online

Event Registration

- Advisors register teams for the event using the Membership Registration System, accessible at <http://www.bpa.org/membership/regsystem>.
- The event can be added to your invoice using step 4, “Virtual Event Registration.” Enter the names of all team members into the “notes” field.
- Event registration can be purchased with your original invoice or with a new invoice after member registration.
- Registration deadline is November 16, 2015.

Entry Fee

There will be a \$20 fee for each entry (invoiced during event registration).

Eligibility

- Any active Business Professionals of America student member may enter this event.
- A team will consist of 2-4 members.
- There are no restrictions on number of entries per chapter or per state.

Competencies

- Demonstrate effective written and oral communication skills.
- Demonstrate critical thinking skills to make decisions and to solve problems.
- Demonstrate professionalism and ethical behavior.
- Demonstrate effective leadership and teamwork skills.
- Conduct accurate research using various resources and methods.
- Demonstrate appropriate technology concepts and digital citizenship.
- Demonstrate knowledge of employability skills.
- Develop products using creativity and innovation.
- Demonstrate skills needed to function effectively in today's global economy.
- Perform mathematical calculations.

Information Technology Common Standards

- Utilize digital tools to gather, evaluate, and use information.

Business Professionals of America Workplace Skills Assessment Program

Material contained in this publication may be reproduced for member and/or event use only.

- Demonstrate a sound understanding of technology concepts, systems, and operations.
- Design and produce quality IT product/service.
- Explain how IT increases business productivity and effectiveness.
- Demonstrate an understanding of project management concepts in IT.
- Explain the key functions and applications of software.
- Demonstrate an understanding of how new IT technologies influence business practices.
- Demonstrate technical knowledge of the Internet.
- Demonstrate knowledge of basic web page design and functioning.

Event Specific Skills

- Develop a project plan and timeline.
- Apply problem solving techniques.
- Evaluate and delegate responsibilities needed to perform required tasks.
- Demonstrate teamwork skills needed to function in a business setting.
- Demonstrate knowledge of multimedia and promotion.
- Demonstrate utilization of various audio and video software applications.
- Demonstrate knowledge of graphic design including color, animation, audio, and video.

Specifications

- *Copyright and Fair Use Guidelines apply.* You may *not* use any words, diagrams, clipart and/or artwork that are not public domain. Copyrighted materials, other than the Business Professionals of America logo, name, and tagline, may *not* be used—even with written permission.
- No registered trademarks or names may be used. It is the policy of Business Professionals of America to comply with state and federal copyright laws. Although a work may be freely accessible on the Internet and contain no statement of copyright, copyright law provides that such works are protected. Contestants must assume that works are protected by copyright until they learn otherwise.
- **Contestant(s) will be DISQUALIFIED for violations of the Copyright Law.**
- Projects will be uploaded to a video/file sharing site (Vimeo, YouTube, or Dropbox, etc.)
 - It is recommended that you set the access level of your project to private.
- Submit the [Team Entry Form](#) including the URL to the project and [Release Form](#)(s) in a combined PDF document to: <http://www.bpa.org/submit>, no later than 11:59 pm, on February 22, 2016.
 - **NOTE: Member ID will be required for all submissions.**
- Completed final product dimensions should be *at least* 720 x 480.
- Participants must include the BPA logo, tagline, and colors in the video.
- National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.
- The team is responsible for securing a [Release Form](#) from any person whose image is used in the production.
- All text/graphic materials must follow the organization's [Graphic Standards](#) and make proper use of the logo and/or organization's name. (Refer to the [Graphic Standards](#) in the [Style & Reference Manual](#).)
- Teams' advisors will be contacted to reserve a time for a videoconference presentation before a panel of judges. Presentation reservations will only be granted to teams that have met all previous deadlines and submitted a completed project in full; e-mail confirmation will sent to those teams eligible to reserve a presentation time. The dates and times for presentation reservations will be announced via e-mail notification.
- The ten teams with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and

to participate in the National Showcase. See www.bpa.org/nlc/NationalShowcase for more information.

- The top ten teams will participate in a forum for all participants and advisors.

Method of evaluation

Application

Technical Judges' Rating Sheet

Presentation Judges' Rating Sheet

Length of event

No more than five (5) minutes set-up

No more than ten (10) minutes presentation time

No more than five (5) minutes judges' questions

Please note: Those teams who wish to receive judges' comments must submit an e-mail address at the time of submission.

Virtual Multimedia and Promotion Team (V02) Scoring Rubric/Rating Sheet

Judge Number _____

Contestant Number _____

Team Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes (Disqualification)	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the disqualification below:		

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Production Layout					
Visual organization is easily understood	1-5	6-10	11-15	16-20	
Aesthetic use of colors and fonts	1-5	6-10	11-15	16-20	
Consistent format	1-5	6-10	11-15	16-20	
Graphics/Media Use					
Enhances assigned topic	1-5	6-10	11-15	16-20	
Creativity	1-5	6-10	11-15	16-20	
Originality of graphics	1-5	6-10	11-15	16-20	
Effective use of innovative technology (may include animations)	1-5	6-10	11-15	16-20	
Use of transitions and continuity must exist in the production.	1-5	6-10	11-15	16-20	
Content					
Depth of research	1-5	6-10	11-15	16-20	
Aligns to topic	1-5	6-10	11-15	16-20	
Effectiveness	1-5	6-10	11-15	16-20	
Supports task and influences audience	1-5	6-10	11-15	16-20	
Grammar, Spelling, Punctuation, and Usage	0 (3+ errors)	5 (2 errors)	10 (1 error)	15 (0 errors)	
TECHNICAL SCORE (255 points maximum)					

Presentation Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded
PRESENTATION POINTS					
Ability to explain development/design process	1-5	6-10	11-15	16-20	
Offered clear and direct responses to interview questions	1-5	6-10	11-15	16-20	
Grammar, Spelling, Punctuation, and Usage	1-5	6-10	11-15	16-20	
Presentation quality/style	1-5	6-10	11-15	16-20	
TOTAL PRESENTATION POINTS (80 points maximum)					

SPECIFICATION POINTS: All points or none per item are awarded.	Points Awarded
Submitted required documentation.	10
Adhered to time specifications of 1:00 minute to 2:30 minutes.	10
Video has motion graphics.	10
Adhered to specified dimensions of at least 720 x 480.	10
Conformed to BPA Graphic Standards . Logo and tagline must be used together. Color could be the same either in black, navy, or the official colors.	10
TOTAL SPECIFICATION POINTS (50 points maximum)	

TOTAL MAXIMUM POINTS = 385

Software Engineering Team (V03)

Description

Teams will collaborate on the engineering of a computer software application that performs tasks and operations as outlined in the provided topic. Project submissions will consist of software source code and assets in addition to a functional executable version of the application. Submissions will be judged on technical merit by software engineering professionals. Teams will be further required to formally present their project to a panel of judges via videoconference, and the presentation will be judged independently of the project's technical merits.

Event Registration

- Advisors register members for the event using the Membership Registration System, accessible at <http://www.bpa.org/membership/regsystem>.
- The event can be added to your invoice using step 4, "Virtual Event Registration." Enter the name of each student into the "notes" field.
- Event registration can be purchased with your original invoice or with a new invoice after member registration.
- Registration deadline is November 16, 2015.

Teams must also register their participation at the event website at www.bpatechnical.org. Each team must choose a name for their project at registration time, and provide the names and membership numbers of each participant. Team advisors will be sent a copy of the registration. The event website will publish all event news and updates, and all project submissions will be taken via the website.

Entry Fee

There will be a \$20 fee for each entry.

Eligibility

- Any active Business Professionals of America student member may enter this event.
- A team will consist of 2-4 members.
- There are no restrictions on number of entries per chapter or per state.

Competencies

Business Professionals of America Essential Skills

- Demonstrate effective written and oral communication skills.
- Demonstrate critical thinking skills to make decisions and to solve problems.
- Demonstrate professionalism and ethical behavior.
- Demonstrate effective leadership and teamwork skills.
- Conduct accurate research using various resources and methods.
- Demonstrate appropriate technology concepts and digital citizenship.
- Demonstrate knowledge of employability skills.
- Develop products using creativity and innovation.

Information Technology Common Standards

- Utilize digital tools to gather, evaluate, and use information.
- Demonstrate a sound understanding of technology concepts, systems, and operations.
- Design and produce quality IT product/service.
- Demonstrate an understanding of project management concepts in IT.

Business Professionals of America Workplace Skills Assessment Program

Material contained in this publication may be reproduced for member and/or event use only.

- Demonstrate an understanding of how new IT technologies.
- Demonstrate technical knowledge of the Internet.

Event Specific Skills

- Apply technical skills in the given programming languages to develop the system of applications required.
- Evaluate and delegate responsibilities needed to perform required tasks as a team.
- Develop a project plan and timeline.
- Apply problem solving techniques.
- Implement system analysis and design concepts.
- Use internal programming documentation.
- Use object-oriented programming concepts and techniques.
- Demonstrate knowledge of how data is organized in software development.
- Apply programming concepts such as sequential file access, databases, and I/O operations.
- Use internal and external function and/or procedure calls.

Technical Specifications

Minimum functionality required:

- Interactive game environment
- Menu interface for non-gameplay user interaction (e.g. starting game, resuming game, choosing levels, exiting the game.)
- On-screen HUD for display of vital gameplay information
- Minimum average framerate of 30 frames-per-second (FPS)
- Serialization of game state to local filesystem or permitted database (see below) for saving and resumption of gameplay sessions.

Technology Requirements:

The following languages/frameworks are permitted:

- Java 6 or higher
- Javascript (server technologies such as node.js only; clients must not be web-based)
- Python 2.6+
- Ruby 1.8.6+
- Microsoft C#
- Objective-C / Cocoa

The following database systems are permitted (but are optional):

- Oracle Express 11g
- Microsoft SQL Server
- Oracle MySQL
- PostgreSQL
- SQLite
- JavaDB (Derby)

The use of game development frameworks (e.g. XNA, pygame, cocos2d, et al.) is permitted if, and only if, the framework is freely available for educational or non-profit use. The use of paid proprietary development frameworks is expressly prohibited. Additionally, Realm Crafter and other “programming light” tools that provide a ready-made gaming engine and/or graphical assets are also prohibited. Any submission using a game development framework must clearly show the extent of original work done via source code comments.

Business Professionals of America Workplace Skills Assessment Program

Material contained in this publication may be reproduced for member and/or event use only.

Event Specifications

- Event registration shall open on September 1, 2015 at 12:01 AM Pacific Daylight Time (PDT). Participating students will register via the event website, and each participant's BPA membership ID number from the national registration database shall be required for event registration. Registration shall close on November 16, 2015 at 11:59 PM PDT.
- The final project submission deadline will be February 22, 2016 at 11:59 PM PDT.
- All projects will be submitted via www.bpatechnical.org. **See Note on Final Project Submission for more details.**
- Teams' advisors will be contacted to reserve a time for a videoconference presentation before a panel of judges. Presentation reservations will only be granted to contestants that have met all previous deadlines and submitted a completed project in full; e-mail confirmation will sent to those teams eligible to reserve a presentation time. The dates and times for presentation reservations will be announced via the event website and e-mail notification.
- During the presentation phase of the event, school names shall not be visible on any equipment, screen savers, or any other content displayed before judges.
- A written [Release Form](#) shall be obtained by teams from any individual whose work, name, likeness or personal information is used as part of an event submission.
- It is the policy of Business Professionals of America to comply with state and Federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The [Style & Reference Manual](#) contains guidelines for copyright and fair-use. Participant(s) will be DISQUALIFIED for violations of the above guidelines or of state or Federal copyright law.
- The ten teams with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase. See www.bpa.org/nlc/NationalShowcase for more information.
- The top ten teams will participate in a forum for all participants and advisors.

NOTE ON FINAL PROJECT SUBMISSION

All project documents including, but not limited to: source code, game manual, project plan, resources, libraries, etc. must be packaged together in a compressed format and uploaded to a file sharing site (e.g. Dropbox, etc.). The [Team Entry Form](#) and [Release Form\(s\)](#) (as a combined .pdf file) are the only things that you will upload to bpatechnical.org. You MUST note the URL for your compressed project files, including any necessary login information, if applicable, on your [Team Entry Form](#).

We strongly recommend that participants use integrated development environments (e.g. Microsoft Visual Studio, Eclipse, Oracle NetBeans, Apple XCode).

Method of evaluation

Application

Technical Judges' Rating Sheet

Presentation Judges' Rating Sheet

Length of event

No more than five (5) minutes set-up time

No more than ten (10) minutes presentation time

No more than ten (10) minutes judges' questions

Topic

Your executive producer at Cognitive Thought Media has asked you to produce an original racing game.

You are encouraged to not create a clone of existing games, but instead take what makes 3D racers like Mario Kart 8 (2014) and Gran Turismo 6 (2013), as well as, 2D racers like R.C. Pro-Am (1987) and Excitebike (1984) entertaining and create a unique game using your own themes. Titles can be either 2D or 3D, or a mix. Be creative!

NOTE TO CONTESTANTS

This is NOT an all or nothing event. You will be given credit for portions of the event you complete. You should therefore complete as many tasks as possible. You will be required to work as a team in order to complete all tasks. The presentation aspect of this contest will be done over Skype, iChat, or Google Hangouts so be prepared for a video conference style presentation.

Software Engineering Team (V03)

Judge Number _____

Team Number _____

PROJECT PREVIEW SCORING (100 POINTS)

Items To Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Explains design of media elements (sounds, graphics, etc.)	1 – 3	4 – 10	11 – 20	21 – 25	
Explains design of game and game mechanics	1 – 3	4 – 10	11 – 20	21 – 25	
Explains project workflow and team roles	1 – 3	4 – 10	11 – 20	21 – 25	
Explains how the code will be structured	1 – 3	4 – 10	11 – 20	21 – 25	

TECHNICAL SPECIFICATIONS (475 POINTS)

Items To Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Object-Oriented Programming (100 points)					
Proper class design and organization	1 – 3	4 – 15	16 – 27	28 – 30	
Code reuse (minimize code duplication)	1 – 2	3 – 10	11 – 18	19 – 20	
Use of encapsulation	1 – 2	3 – 10	11 – 18	19 – 20	
Use of inheritance	1 – 3	4 – 15	16 – 27	28 – 30	
Design Analysis (40 points)					
Data Flow Diagram(s)	1 – 4	5 – 20	21 – 36	37 – 40	
Code Documentation (70 points)					
Comment blocks explaining classes, methods and complex sections of logic	1 – 4	5 – 20	21 – 36	37 – 40	
Provide an in-game tutorial or walkthrough for instructional purposes	1 – 3	4 – 15	16 – 27	28 – 30	

Crash Reporting (50 points)					
Generation of crash reports (via text file or dialog box) on application failure	1 – 3	4 – 15	16 – 27	28 – 30	
Option to email crash report on application failure	1 – 2	3 – 10	11 – 18	19 – 20	
Data Driven Design (90 points)					
Application makes use of data driven design for runtime settings via flat file or database	1 – 3	4 – 15	16 – 27	28 – 30	
Session data (saved games, high scores, etc.) are stored via flat file or database for later reuse	1 – 3	4 – 15	16 – 27	28 – 30	
Application makes use of data driven design for game content via flat file or database	1 – 3	4 – 15	16 – 27	28 – 30	
Error Handling (65 points)					
Proper use of error handling techniques	1 – 2	3 – 10	11 – 18	19 – 20	
Proper use of exception handling techniques	1 – 2	3 – 10	11 – 18	19 – 20	
Clear user alerts on recoverable and non-recoverable error conditions	1 – 3	4 – 10	11 – 20	21 – 25	
Logging (60 points)					
Log system events to dedicated text file for debugging	1 – 3	4 – 15	16 – 27	28 – 30	
Log system errors to dedicated text file	1 – 3	4 – 15	16 – 27	28 – 30	

GAMEPLAY SCORING (150) POINTS

Items To Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Interface Design	1 – 3	4 – 15	16 – 27	28 – 30	
Inclusion of Audio	1 – 3	4 – 15	16 – 27	28 – 30	
Logical Controls	1 – 3	4 – 15	16 – 27	28 – 30	
Amount of Content	1 – 3	4 – 15	16 – 27	28 – 30	
Lasting Appeal	1 – 3	4 – 15	16 – 27	28 – 30	

TECHNICAL SPECIFICATIONS SCORING (75 POINTS)

Items To Evaluate	Points Awarded
Project submission includes a manual containing directions for compiling/building and explains the features of the submission	50
Installer included for project application	25

PRESENTATION SCORING (200 POINTS)

Items To Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Explain the design and development process from start to finish	1 – 5	6 – 10	11 – 15	16 – 20	
Explain the flow or data (game saves, high scores, etc.)	1 – 5	6 – 10	11 – 15	16 – 20	
Explain the design of game and game mechanics	1 – 5	6 – 10	11 – 15	16 – 20	
Explain the use and design of media elements (sounds, graphics, etc.)	1 – 5	6 – 10	11 – 15	16 – 20	
Explain the software engineering principles utilized	1 – 5	6 – 10	11 – 15	16 – 20	
Explain how the game is innovative	1 – 5	6 – 10	11 – 15	16 – 20	
Team offered clear and direct responses to interview questions	1 – 5	6 – 10	11 – 15	16 – 20	
Demonstrate the entire team's role in the development of the game	1 – 5	6 – 10	11 – 15	16 – 20	
Presentation quality and style	1 – 5	6 – 10	11 – 15	16 – 20	
Presentation lasted no more than 10 minutes	1 – 5	6 – 10	11 – 15	16 – 20	

EVENT SCORING TOTALS

NOTE: Technical specification points are awarded once per team by the event proctor, not by individual judges. Final Project Preview, Technical, Gameplay, and Presentation points are awarded by the average judge score for that category.

Scoring Category	Points Awarded
Project Preview	100
Technical points	475
Gameplay Points	150
Presentation Points	200
Technical Specifications	75
TOTAL	1,000

Web Application Team (V04)

Description

The team will create a database-driven Website with server-side functionality. The team is provided with the opportunity to design, build and present a working web application. Teams will be further required to formally present their project to a panel of judges via videoconference, and the presentation will be judged independently of the project's technical merits.

Eligibility

- Any active Business Professionals of America student member may enter this event.
- A team will consist of 2-4 members.
- There are no restrictions on number of entries per chapter or per state.

Event Registration

- Advisors register teams for the event using the Membership Registration System, accessible at <http://www.bpa.org/membership/regsystem>.
- The event can be added to your invoice using step 4, "Virtual Event Registration." Enter the names of all team members into the "notes" field.
- Event registration can be purchased with your original invoice or with a new invoice after member registration.
- Registration deadline is November 16, 2015.

Entry Fee

There will be a \$20 fee for each entry (invoiced during event registration).

Topic

Tutor Time

Technology is part of our everyday lives. We now have the capability to use technology in all aspects of education, as well. Your task is to create a Web application that will tutor someone in a particular subject at a particular grade level. The application will focus on enhancing the skills an age/grade student of your choosing by engaging them and helping them learn the particular topic. Your team will decide on the subject for the tutoring application, but could include Math, Science, Technology, Reading or Writing.

Your tutorial should be engaging to the student to entice them to want to work with the system. The application can be an educational game that promotes learning or an interactive story or whatever type of application will meet the needs of your target audience.

Possible features your application may include:

- Instructional Feedback
- Grade book
- Badge System
- Score
- Comment section

Competencies

- Demonstrate database development and structured query language (SQL) skills
- Demonstrate application security features
- Demonstrate knowledge of server side scripting and Internet concepts
- Evaluate and delegate responsibilities needed to perform required tasks

- Demonstrate teamwork skills needed to function in a business setting
- Apply database development skills in order to create the back-end of the Web application
- Apply Web design skills and standards in order to complete the front-end of the Web site
- Implement problem-solving techniques
- Describe the process, methodology, and lifecycle of your Web application
- Create an audit trail of how you built your application

Teams who do not submit an entry that follows this topic will be disqualified.

Materials submitted at the time of presentation cannot be returned.

Specifications

- Final projects, including a written description of the application as a .pdf file, the source code (as a zipped root folder), and database schema must be uploaded to a file sharing site (Dropbox, etc.).
- Submit the [Team Entry Form](#), including the URL to the project and [Release Form\(s\)](#) in a combined PDF document to <http://www.bpa.org/submit> no later than 11:59 pm Eastern Time on February 22, 2016.
- Contestants will receive an automated response confirmation at the time of submission. Individual confirmation of receipt cannot be provided by the National Center.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions cannot be accepted.
- No changes can be made to the project after the date of submission.
- The web site must be available for viewing on the Internet on February 22, 2016. If the ISP is experiencing technical difficulty, the advisor will be contacted and a reasonable amount of time will be provided to solve the problem. No changes can be made to the web site after this date. Technical judging of the web site will be conducted prior to the NLC.
- The following information must be included in the web site: chapter name and number, team member names this information can be included in any format and location.
- The team members must create the conceptual model for the database identifying relationships between tables in the database. Each team will be expected to articulate the design of the database associated with the web application.
- Each team must create forms and associated considerations needed for the scenario.
- Teams may select the database, web server, and middleware solution they prefer. A careful review of the evaluative criteria presented in the competition guidelines will aid in the selection of development technologies. The source code that powers each team's web application will be scrutinized; therefore, it is imperative that team members are capable of answering questions regarding this aspect of the application.
- It is the policy of Business Professionals of America to comply with the Copyright Law of the United States of America, Title 17, Circular 92 available on the web at www.copyright.gov/title17/circ92.pdf. Refer to the Copyright and Fair Use Guidelines in the [Style & Reference Manual](#). **Contestant(s) will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.**
- The event tests the team's ability to write code and incorporate database. As such, application frameworks, such as Drupal, Joomla, DotNetNukes and WordPress cannot be used. IDE's such as Microsoft® Visual Studio/ASP and Dreamweaver are acceptable. Packages that assist the developer to create components, menus and similar such as JavaScript, JQuery and Ajax are acceptable and encouraged. However, downloading third party code to create a major component of a web application, such as a shopping cart in an e-commerce application, is not permissible.

- Code must be original work of team.
- Teams' advisors will be contacted to reserve a time for a videoconference presentation before a panel of judges. Presentation reservations will only be granted to teams that have met all previous deadlines and submitted a completed project in full; e-mail confirmation will be sent to those teams eligible to reserve a presentation time. The dates and times for presentation reservations will be announced via e-mail notification.
- The ten teams with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase. See www.bpa.org/nlc/NationalShowcase for more information.
- The top ten teams will participate in a forum for all participants and advisors.

Method of evaluation

Application

Technical Judges' Rating Sheet

Presentation Judges' Rating Sheet

Length of event

No more than five (5) minutes set-up

No more than ten (10) minutes presentation time

No more than ten (10) minutes judges' questions

Please note: Those teams who wish to receive judges' comments must submit an e-mail address at the time of submission.

This event is sponsored by:



Web Application Team (V04)

Judge Number _____

Team Number _____

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
TECHNICAL POINTS					
Page Design					
Visual organization is easily understood	1-5	6-10	11-15	16-20	
Aesthetic use of colors and fonts	1-5	6-10	11-15	16-20	
Images and page file size have been optimized for performance	1-5	6-10	11-15	16-20	
Grammar, Spelling, Punctuation, and Usage	1-5	6-10	11-15	16-20	
Sufficient contrast between text and background color	1-5	6-10	11-15	16-20	
Total Page Design Points (100 points maximum)					
Customer Functionality					
Navigational links consistent and working	1-5	6-10	11-15	16-20	
End-user instructed on the proper formatting for forms and given feedback upon submission	1-5	6-10	11-15	16-20	
Cross-browser & cross platform compatibility	1-5	6-10	11-15	16-20	
Ability to utilize a search feature	1-5	6-10	11-15	16-20	
Total Customer Functionality Points (80 points maximum)					
Database Development					
A relational database is employed (<i>as opposed to flat file</i>)	1-5	6-10	11-15	16-20	
Conceptual model correctly implemented.	1-5	6-10	11-15	16-20	
Minimal data redundancy in tables	1-5	6-10	11-15	16-20	
Sensitive data encrypted in the database	1-5	6-10	11-15	16-20	
Database access is controlled through passwords, access control lists etc.	1-5	6-10	11-15	16-20	
Use of unique key concepts are employed	1-5	6-10	11-15	16-20	
Total Database Development Points (120 points maximum)					
Application Design					
A System/Application diagram was created and employed	1-5	6-10	11-15	16-20	
Maintains state through sessions with and without cookies	1-5	6-10	11-15	16-20	
Encrypts highly sensitive user information	1-5	6-10	11-15	16-20	
Forms fields are validated before submission	1-5	6-10	11-15	16-20	
SQL queries and/or stored procedures are utilized	1-5	6-10	11-15	16-20	
Error capture routines are employed where needed	1-5	6-10	11-15	16-20	
Total Application Design Points (120 points maximum)					

TECHNICAL POINTS CONTINUED					
Administration					
Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Appropriate Web-based reports are generated for the application	1-5	6-10	11-15	16-20	
Administrator has the ability to add, modify and delete data through a password protected Web interface	1-5	6-10	11-15	16-20	
Code is documented	1-5	6-10	11-15	16-20	
Total Administration Points (60 points maximum)					
Application functions as indicated (it works)					
Reports generate accurate results	1-5	6-10	11-15	16-20	
Search functions return accurate results	1-5	6-10	11-15	16-20	
Administration functions work as indicated (add, modify, delete)	1-5	6-10	11-15	16-20	
Security functions as it should	1-5	6-10	11-15	16-20	
Total Application Points (80 points maximum)					
TOTAL TECHNICAL POINTS (560 points maximum)					

Web Application Team (V04)

Judge Number _____

Team Number _____

Presentation Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded
PRESENTATION POINTS					
Ability to explain development/design process	1-5	6-10	11-15	16-20	
Ability to demonstrate how the application works through the use of the User Interface	1-5	6-10	11-15	16-20	
Ability to explain the logical design of application and design patterns used	1-5	6-10	11-15	16-20	
Ability to explain the code structures that perform front end and backend functionality	1-5	6-10	11-15	16-20	
Offered clear and direct responses to interview questions	1-5	6-10	11-15	16-20	
Grammar, Spelling, Punctuation, and Usage	1-5	6-10	11-15	16-20	
Presentation quality/style	1-5	6-10	11-15	16-20	
TOTAL PRESENTATION POINTS (140 points maximum)					

SPECIFICATION POINTS: All points or none per item are awarded per item.		Points Awarded
Equipment set-up lasted no more than five (5) minutes	5	
Presentation lasted no more than ten (10) minutes	10	
Team prepared appropriate equipment and documentation prior to presentation	5	
TOTAL PRESENTATION SPECIFICATION POINTS (20 points)		

TOTAL MAXIMUM POINTS = 720

Mobile Applications (V05)

Description

Contestants will develop a mobile phone and/or tablet application based upon the given scenario. Permitted platforms include and are limited to Google Android™, Apple iOS™, and Microsoft Windows Phone™. The application will be pre-submitted for technical judging. Contestants will then be required to present their application to a panel of technical judges.

Eligibility

- Any active Business Professionals of America student member may enter this event.
- There are no restrictions on number of entries per chapter or per state.

Event Registration

- Advisors register members for the event using the Membership Registration System, accessible at <http://www.bpa.org/membership/regsystem>.
- The event can be added to your invoice using step 4, “Virtual Event Registration.” Enter the name of each student into the “notes” field.
- Event registration can be purchased with your original invoice or with a new invoice after member registration.
- Registration deadline is November 16, 2015.

Entry Fee

There will be a \$10 fee for each entry (invoiced during event registration).

Competencies

- Implement system analysis and design concepts
- Develop a project plan and timeline
- Demonstrate knowledge of how to resolve program implementation and deployment issues
- Apply Google Android™, Apple iOS™, or Microsoft Windows Phone™ language specific programming tools/techniques to create a mobile application
- Demonstrate and employ computer language concepts to include Object Oriented, Structured and Procedural techniques
- Utilize variables, assignment statements, mathematical operators and mathematical concepts to include arithmetic, algebraic and trigonometric functionality in the solution as needed
- Demonstrate the use of design and color principles to create GUI for a mobile device.
- Employ database skill sets to manage data
- Apply programming concepts such as sequential file access and I/O operations.
- Use internal and external function and/or procedure calls.
- Use internal programming documentation.
- Create User Input Controls to accept input from users
- Employ Decision Making Controls as needed
- Include icons, images and other graphic objects as needed
- Utilize list, arrays and iteration structures to solve programming problems as needed

Specifications

- The contestant will research the topic, and then create a mobile application based upon the topic presented in this document. The contestant will create the application in a platform of the contestants choice from the list of platforms designated in the technical specifications
- The contestant must choose between Google's Android™, Apple iOS™, or Microsoft Windows Phone™ platforms to develop their mobile application.
- The application may **not** be deployed as a web application delivered over HTTP.
- The application must be installed on the contestant's mobile device.
- The contestant must demonstrate the application from the contestants mobile device for presentation to the technical judges at the region, state, and national level (projection equipment may be used).
- The application need NOT be available for download from a digital-distribution multimedia-content service such as Google Play™, or Apple App Store™.
- Final project components, including the source code (as a zipped root folder) and application screenshots, must be uploaded to a file sharing site (Dropbox, etc.).
- Submit the [Individual Entry Form](#), including the URL to the project and [Release Form](#)(s) in a combined PDF document to <http://www.bpa.org/submit> no later than 11:59 pm Eastern Time on February 22, 2016.
- Contestants will receive an automated response confirmation at the time of submission. Individual confirmation of receipt cannot be provided by the National Center.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed due dates.
- Multiple submissions cannot be accepted.
- No changes can be made to the project after the date of submission.
- The contestant is responsible for securing a [Release Form](#) from any individual whose name, photograph, and/or other information is included on in the mobile application.
- All text/graphics materials must follow the organization's [Graphic Standards](#) and make proper use of the logo and/or organization's name, if used. (Refer to the [Graphic Standards](#) in the [Style & Reference Manual](#).) National Business Professionals of America grants permission for the use of the logo and/or organization's name.
- It is the policy of Business Professionals of America to comply with state and federal copyright laws, which are available on the Web at <http://www.copyright.gov/title17/circ92.pdf> and Fair Use Guidelines in the [Style & Reference Manual](#).
- **Contestant(s) will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.**
- Contestants' advisors will be contacted to reserve a time for a videoconference presentation before a panel of judges. Presentation reservations will only be granted to contestants that have met all previous deadlines and submitted a completed project in full; e-mail confirmation will sent to those contestants eligible to reserve a presentation time. The dates and times for presentation reservations will be announced via e-mail notification.
- The ten contestants with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase. See www.bpa.org/nlc/NationalShowcase for more information.
- The top ten contestants will participate in a forum for all participants and advisors.

Topic

Mobile Hangout

With so many mobile devices and social networking opportunities it may be difficult to determine which one to use. There are many types of social networking tools that allow people to post where they are or what they are doing. A few will help you find friends. Your mobile application will take the best of both words and combine them. Where are the best burgers in town and who is there now? Where can we find the best movie and what are people saying about it now? What is going on at my favorite hangout? What is there to do around town?

Your application should be easy for anyone to use and allow them to search by friends or by activity. When searching by activity the user should be able to ask a question such as “Where is the local coffee shop?” and have local stores come up, with reviews if possible. When searching by friends the app should be able to locate and pinpoint where friends are hanging out on the local map.

Possible features your application may include:

- Ranking System
- Friend request
- Comment section
- Chat feature
- Built in calling functionality
- Direction to event
- Special offers

Note to Contestants

You will be given credit for portions of the event you complete. You should therefore complete as many tasks as possible. This is NOT an all or nothing event.

Method of evaluation

Application

Technical Judges’ Rating Sheet

Presentation Judges’ Rating Sheet

Length of event

No more than five (5) minutes set-up

No more than ten (10) minutes presentation time room

No more than five (5) minutes judges’ questions

Please note: Those contestants who wish to receive judges’ comments must submit an e-mail address at the time of submission.

This event is sponsored by:



Mobile Applications (V05)

Judge Number _____

Contestant Number _____

Technical Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded
TECHNICAL POINTS					
User Interface					
Grammar, Spelling, Punctuation, and Usage <ul style="list-style-type: none">Content without errors/No copyright violations	5 (3+ errors)	10 (2 errors)	15 (1 error)	20 (0 errors)	
Work is original, innovative and unique	1-5	6-10	11-15	16-20	
Effective and aesthetic use of color, typography, and graphics	1-5	6-10	11-15	16-20	
Interface adheres to platform interface guidelines	1-5	6-10	11-15	16-20	
Interface is clear, uncluttered and easily understood	1-5	6-10	11-15	16-20	
TOTAL USER INTERFACE (100 points maximum)					
Code and Data					
Application makes use of one (1) of the permitted platforms: Google Android, Apple iOS, or Microsoft Windows Phone	0 (No)			20 (Yes)	
Code is clear, readable and well structured	1-5	6-10	11-15	16-20	
Code demonstrates clear understanding of object-oriented programming and design patterns	1-5	6-10	11-15	16-20	
Code is utilized to access location services/GPS, contacts, and other proximity-based API/developer tools.	1-5	6-10	11-15	16-20	
Code is well-documented	1-5	6-10	11-15	16-20	
TOTAL CODE AND DATA (100 points maximum)					
User Functionality					
Application runs on and/or deploys to a smartphone device running the chosen permitted platform	1-5	6-10	11-15	16-20	
Application loads and accurately retrieves nearby locations	1-5	6-10	11-15	16-20	
Application retrieves users' contacts based on their location	1-5	6-10	11-15	16-20	
Application allows user to find additional information about location(s), such as reviews / directions / special offers	1-5	6-10	11-15	16-20	
Application contains additional functionality (ranking system, friend request, comments, chat/call functionality, open in browser, etc.)	1-5	6-10	11-15	16-20	
Total User Functionality (100 points maximum)					
Project Plan					
Grammar, Spelling, Punctuation w/o errors.	1-5	6-10	11-15	16-20	
Plan adequately details the how contestant will meet project requirements within the time allotted	1-5	6-10	11-15	16-20	
TOTAL PROJECT PLAN (40 points maximum)					
TOTAL TECHNICAL POINTS (340 points maximum)					

Mobile Applications (V05)

Judge Number _____

Contestant Number _____

Presentation Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded
PRESENTATION POINTS					
Ability to explain development/design process	1-5	6-10	11-15	16-20	
Ability to demonstrate how the application works through the use of the User Interface	1-5	6-10	11-15	16-20	
Ability to explain the logical design of application and design patterns used	1-5	6-10	11-15	16-20	
Ability to explain the code structures that retrieve locations via GPS services and contacts via proximity	1-5	6-10	11-15	16-20	
Ability to explain the code structures that allow for additional functionality (ranking system, friend request, comments, chat/call functionality, open in browser, etc.)	1-5	6-10	11-15	16-20	
Offered clear and direct responses to interview questions	1-5	6-10	11-15	16-20	
Grammar, Spelling, Punctuation, and Usage	1-5	6-10	11-15	16-20	
Presentation quality/style	1-5	6-10	11-15	16-20	
TOTAL PRESENTATION POINTS (160 points maximum)					

SPECIFICATION POINTS: All points or none per item are awarded per item.		Points Awarded
Equipment set-up lasted no more than five (5) minutes	5	
Presentation lasted no more than ten (10) minutes	10	
Contestant prepared appropriate equipment and documentation prior to presentation	5	
TOTAL SPECIFICATION POINTS (20 points maximum)		

TOTAL MAXIMUM POINTS = 520

Promotional Photography – Pilot (V06)

Description

Students will demonstrate their skill and creative vision using a DSLR and image editing. This national event will be submitted and judged virtually. Awards will be presented at the National Leadership Conference.

Eligibility

Any student member may enter this event.

Topic

Students will take a photograph of an appetizer, an entrée and a dessert to be used as a menu item for a new restaurant.

Event Registration

- Advisors register members for the event using the Membership Registration System, accessible at <http://www.bpa.org/membership/regsystem>.
- The event can be added to your invoice using step 4, “Virtual Event Registration.” Enter the name of each student into the “notes” field.
- Event registration can be purchased with your original invoice or with a new invoice after member registration.
- Registration deadline is November 16, 2015.

Entry Fee

There will be a \$10 fee for each entry (invoiced during event registration).

Eligibility

- Any active Business Professionals of America student member may enter this event.
- There are no restrictions on number of entries per chapter or per state.

Competencies

Business Professionals of America Essential Skills

- Demonstrate effective written and oral communication skills.
- Demonstrate critical thinking skills to make decisions and to solve problems.
- Demonstrate professionalism and ethical behavior.
- Demonstrate effective leadership and teamwork skills.
- Conduct accurate research using various resources and methods.
- Demonstrate appropriate technology concepts and digital citizenship.
- Demonstrate knowledge of employability skills.
- Develop products using creativity and innovation.
- Demonstrate skills needed to function effectively in today's global economy.
- Perform mathematical calculations.

Information Technology Common Standards

- Utilize digital tools to gather, evaluate, and use information.
- Demonstrate a sound understanding of technology concepts, systems, and operations.
- Design and produce quality IT product/service.
- Explain how IT increases business productivity and effectiveness.
- Demonstrate an understanding of project management concepts in IT.

- Explain the key functions and applications of software.
- Demonstrate an understanding of how new IT technologies influence business practices.
- Demonstrate technical knowledge of the Internet.
- Demonstrate knowledge of basic web page design and functioning.

Event Specific Skills

- Apply basic camera techniques
- Demonstrate technical proficiency in the areas of proper focus.
- Demonstrate knowledge of lighting techniques.
- Demonstrate knowledge of exposure.
- Demonstrate the ability to use creative compositional techniques.
- Demonstrate knowledge of digital editing.
- Demonstrate ability to print digital images.
- Apply knowledge of software, equipment, and skills related to photography.
- Demonstrate knowledge of copyright laws.

Specifications

- Copyright and Fair Use Guidelines apply. You may *not* use any words, diagrams, clipart and/or artwork that are not public domain. Copyrighted materials, other than the Business Professionals of America logo, name, and tagline, may *not* be used—even with written permission.
- No registered trademarks or names may be used. It is the policy of Business Professionals of America to comply with state and federal copyright laws. Although a work may be freely accessible on the Internet and contain no statement of copyright, copyright law provides that such works are protected. Contestants must assume that works are protected by copyright until they learn otherwise.
- Contestant(s) will be DISQUALIFIED for violations of the Copyright Law.
- Submit as one compressed zip archive the Individual Entry Form and Release Form(s) as one PDF document and all three (3) final photos in either JPEG or JPG format to <http://www.bpa.org/submit> no later than 11:59 pm Eastern Time on February 22, 2016.
 - **NOTE: Member ID will be required for all submissions.**
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions cannot be accepted.
- Materials from non-registered contestants, those missing contestant number and/or projects received after the deadline will not be accepted.
- Photos with any type of text on the photo will not be accepted.
- Photographs must be in digital format. The photograph must be taken with a digital camera; no scans of negatives, transparencies, or photographic prints are acceptable. All digital files must be 5 megabytes or smaller, must be in JPEG or JPG format, and must be at least 1,600 pixels wide (if a horizontal image) 1,600 pixels tall (if vertical image) OR Image Size must have a long dimension of at least 1,000 pixels and no more than 3,000 pixels.
- File size must be no larger than 4 Mb.
- The photograph, each in its entirety, must be a single work of original material taken by the contest entrant.
- Only minor burning, dodging and/or color correction is acceptable, as are hand tinting and cropping.
- Photographs must not constitute copyright infringement or fraud.
- Watermarks are not acceptable.
- Photos may not be edited using mobile app software.
- The contestant is responsible for securing a release form from any person whose image is used in the production.

- All text/graphic materials must follow the organization's Graphic Standards and make proper use of the logo and/or organization's name. (Refer to the Graphic Standards in the *Style & Reference Manual*.)
- Contestants' advisors will be contacted to reserve a time for a videoconference presentation before a panel of judges. Presentation reservations will only be granted to contestants that have met all previous deadlines and submitted a completed project in full; e-mail confirmation will be sent to those teams eligible to reserve a presentation time. The dates and times for presentation reservations will be announced via e-mail notification.
- The ten contestants with the highest cumulative technical and presentation scores will be invited to attend the National Leadership Conference to be recognized for their outstanding efforts and to participate in the National Showcase. See bpa.org/nlc/NationalShowcase for more information.
- The top ten contestants will participate in a forum for all participants and advisors.
- It is the policy of Business Professionals of America to comply with state and federal copyright laws, which are available on the Web at <http://www.copyright.gov/title17/circ92.pdf> and Fair Use Guidelines in the *Style & Reference Manual*.
- **Contestant(s) will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.**

Method of evaluation

Application

Technical Judges' Rating Sheet

Presentation Judges' Rating Sheet

Length of event

No more than three (3) minutes set-up time

No more than seven (7) minutes presentation time

No more than five (5) minutes judges' questions

Please note: Those contestants who wish to receive judges' comments must submit an e-mail address at the time of submission.



Promotional Photography – Pilot (V06)

Judge Number _____

Team Number _____

Technical Scoring Rubric

Contestant Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes (Disqualification)	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the disqualification below:		

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Photo shows imagination, creativity, and originality	1-5	6-10	11-15	16-20	
Photo is sharp and well-focused	1-5	6-10	11-15	16-20	
Photo gains attention and has eye appeal	1-5	6-10	11-15	16-20	
Photo shows use of proper lighting and exposure	1-5	6-10	11-15	16-20	
Photo delivers pleasing selection and arrangement of subjects within the picture area	1-5	6-10	11-15	16-20	
Photo shows proper image manipulation techniques	1-5	6-10	11-15	16-20	
TOTAL TECHNICAL POINTS (120 points maximum)					

Promotional Photography – Pilot (V06)

Judge Number _____

Contestant Number _____

Presentation Scoring Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Oral presentation/stage presence/delivery	1-5	6-10	11-15	16-20	
Content of presentation	1-5	6-10	11-15	16-20	
Effectiveness of presentation	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-5	6-10	11-15	16-20	
TOTAL PRESENTATION POINTS (80 points maximum)					

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded per item.		Points Awarded
Set-up lasted no longer than three (3) minutes	10	
Presentation lasted no longer than seven (7) minutes	10	
Contestant name does not appear on submitted output	10	
Display shows original photo on 5"x7" and final photo on 8"x10" photo paper, dry-mounted on board no larger than 24"x18".	10	
TOTAL SPECIFICATION POINTS (40 points maximum)		

TOTAL MAXIMUM POINTS = 240

Fair Trade Challenge (V07)

Description

Develop an operating plan and organizational structure to initiate a Fair Trade Business. Contestants are to assume they are presenting their products/services to potential buyers where the goal is to engage buyers in purchasing Fair Trade products/services.

Eligibility

- Any active Business Professionals of America student member may enter this event.
- A team will consist of 2-8 members.
- There are no restrictions on number of entries per chapter or per state.

Event Registration

- Advisors register teams for the event using the Membership Registration System, accessible at <http://www.bpa.org/membership/regsystem>.
- The event can be added to your invoice using step 4, “Virtual Event Registration.” Enter the names of all team members into the “notes” field.
- Event registration can be purchased with your original invoice or with a new invoice after member registration.
- Registration deadline is November 16, 2015.

Entry Fee

There will be a \$20 fee for each entry (invoiced during event registration).

Specifications

Project must be submitted to <http://www.bpa.org/submit> no later than 11:59 pm Eastern Time on February 22, 2016.

For information on the Fair Trade Challenge, please visit www.bpa.org/nlc/fairtrade.

FINANCE EVENTS

Finance Events are sponsored by the American Institute of CPAs.

- [\(100\) Fundamental Accounting \(S\)](#)
- [\(105\) College Accounting \(PS\)](#)
- [\(110\) Advanced Accounting \(S\)](#)
- [\(115\) Advanced College Accounting \(PS\)](#)
- [\(125\) Payroll Accounting \(S\)](#)
- [\(130\) College Payroll Accounting \(PS\)](#)
- [\(135\) Managerial Accounting \(PS\)](#)
- [\(140\) Federal Income Tax Accounting \(PS\)](#)
- [\(145\) Banking & Finance](#)
- [\(150\) Financial Analyst Team](#)
- [\(155\) Economic Research Individual \(S\)](#)
- [\(160\) Economic Research Team \(S\)](#)
- [\(165\) Personal Financial Management](#)
- [\(190\) Financial Math & Analysis Concepts — Open Event](#)

Fundamental Accounting (S) (100)

Description

Assessment of entry-level accounting principles utilizing manual procedures. Contestants analyze, journalize, post transactions and prepare financial reports/statements.

Eligibility

Limited to secondary student members enrolled in the first year of accounting or who have completed the first-year and are not enrolled in second-year accounting. Contestant may *not* enter Fundamental Accounting and Advanced Accounting in the same year. This event may *not* be repeated.

Contestant must supply

Sharpened No. 2 pencils, pens, ruler

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Complete and explain the purpose of the various steps in the accounting cycle
- Demonstrate an understanding of the fundamental accounting equation
- Apply generally accepted accounting principles (GAAP) to determine the value of assets, liabilities, and owner's equity
- Define accounting terms and concepts, and explain the purpose of the accounting system
- Analyze and record transactions affecting assets, liabilities, equity, revenues, and expenses
- Prepare financial statements and reports
- Calculate and record end-of-period adjustments
- Update accounts through adjusting and closing entries
- Prepare corporate equity transactions
- Differentiate between forms of business ownership
- Differentiate between a service and a merchandising business
- Analyze transactions relating to perpetual and periodic inventories
- Calculate and determine inventory valuation
- Calculate depreciation using various methods

Method of evaluation

Application and Objective Test

Length of event

No more than ten (10) minutes orientation

No more than ninety (90) minutes testing time

No more than ten (10) minutes wrap-up

Entries

Each state is allowed five (5) entries

College Accounting (PS) (105)

Description

Assessment of entry-level basic accounting principles utilizing manual procedures. Contestants analyze, journalize, and update accounts in order to prepare financial reports/statements.

Eligibility

Limited to post-secondary student members enrolled in the first year of accounting or who have not completed a semester of second year college accounting. Contestant may *not* enter College Accounting and Advanced College Accounting in the same year. This event may *not* be repeated.

Contestant must supply

Sharpened No. 2 pencils, pens, ruler

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Complete and explain the purpose of the various steps in the accounting cycle
- Apply generally accepted accounting principles (GAAP) to determine the value of assets, liabilities, and owner's equity
- Prepare, interpret, and analyze financial statements and reports for service and merchandising businesses
- Analyze and record cash and accounts receivable and payable transactions
- Determine and record uncollectible accounts receivable
- Determine interest and maturity value of a promissory note
- Calculate inventory valuation using various methods
- Classify assets and liabilities
- Analyze and record transactions affecting assets, liabilities, equity, revenues, and expenses
- Update accounts through adjusting and closing entries
- Calculate financial ratios
- Implement procedures including revenue, costs, and income statements for departmental accounting
- Apply accounting concepts for sole proprietorships, partnerships and corporations

Method of evaluation

Application and Objective Test

Length of event

No more than ten (10) minutes orientation

No more than ninety (90) minutes testing time

No more than ten (10) minutes wrap-up

Entries

Each state is allowed five (5) entries

Advanced Accounting (S) (110)

Description

Assessment of intermediate and advanced accounting principles utilizing manual procedure. Contestants analyze, journalize, and update accounts in order to prepare financial reports/statements for partnerships and corporations.

Eligibility

Any secondary student member may enter this event. Contestant may *not* enter Fundamental Accounting and Advanced Accounting in the same year.

Contestant must supply

Sharpened No. 2 pencils, pens, ruler

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Complete and explain the purpose of the various steps in the accounting cycle
- Apply generally accepted accounting principles (GAAP) to determine the value of assets, liabilities, and owner's equity
- Prepare, interpret, and analyze financial statements and reports for service and merchandising businesses
- Analyze and record cash and accounts receivable and payable transactions
- Determine and record uncollectible accounts receivable
- Determine interest and maturity value of a promissory note
- Calculate inventory valuation using various methods
- Classify assets and liabilities
- Analyze and record transactions affecting assets, liabilities, equity, revenues, and expenses
- Update accounts through adjusting and closing entries
- Calculate financial ratios
- Implement procedures including revenue, costs, and income statements for departmental accounting
- Apply accounting concepts for sole proprietorships, partnerships and corporations

Method of evaluation

Application and Objective Test

Length of event

No more than ten (10) minutes orientation

No more than ninety (90) minutes testing time

No more than ten (10) minutes wrap-up

Entries

Each state is allowed five (5) entries

Advanced College Accounting (PS) (115)

Description

Interpret and analyze sole proprietorships, partnerships, and corporate financial accounting data using manual methods.

Eligibility

Any post-secondary student member may enter this event. Contestant may *not* enter College Accounting and Advanced College Accounting in the same year.

Contestant must supply

Sharpened No. 2 pencils, pens, ruler

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Complete and explain the purpose of the various steps in the accounting cycle
- Apply generally accepted accounting principles (GAAP) to determine the value of assets, liabilities, and equity
- Prepare, interpret, and analyze financial statements and reports for service and merchandising businesses
- Analyze and record financial transactions
- Determine and record the net realizable value of accounts receivable
- Determine interest and maturity value of notes and bonds
- Calculate inventory valuations using perpetual and periodic methods
- Calculate and record depreciation, depletion, and amortization of fixed and intangible assets
- Analyze and record equity transactions
- Calculate and analyze financial ratios
- Apply accounting concepts for sole proprietorships, partnerships and corporations

Method of evaluation

Application and Objective Test

Length of event

No more than ten (10) minutes orientation

No more than ninety (90) minutes testing time

No more than ten (10) minutes wrap-up

Entries

Each state is allowed five (5) entries

Payroll Accounting (S) (125)

Description

Process payroll data using manual payroll procedures. Contestants calculate earnings, complete payroll registers, update employee records, journalize payroll entries, and prepare payroll income tax forms.

NOTE: Circular E, Employer's Tax Guide (Publication 15), is recommended as a resource.

<http://www.irs.gov/publications/p15/index.html>

Eligibility

Any secondary student member may enter this event.

Contestant must supply

Sharpened No. 2 pencils, pens, ruler

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.
No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Apply generally accepted accounting principles (GAAP) to determine the value of assets, liabilities and owner's equity
- Apply appropriate accounting principles to payroll and earnings taxation
- Complete new employee personnel forms
- Apply various methods used to determine gross earnings
- Explain the purpose of withholdings and other deductions
- Calculate employee's payroll taxes and other payroll deductions to determine net pay
- Calculate employer's payroll taxes as well as other employee benefits paid by the employer
- Prepare payroll reports
- Identify laws and regulations relating to payroll procedures
- Analyze and record payroll transactions
- Prepare payroll forms and reports
- Analyze and prepare IRS tax forms

Method of evaluation

Application and Objective Test

Length of event

No more than ten (10) minutes orientation

No more than ninety (90) minutes testing time

No more than ten (10) minutes wrap-up

Entries

Each state is allowed five (5) entries

College Payroll Accounting (PS) (130)

Description

Process payroll data using manual payroll procedures. Contestants calculate gross earnings, complete payroll register, post employee records, and prepare payroll income tax forms.

NOTE: Circular E, Employer's Tax Guide (Publication 15), is recommended as a resource.

<http://www.irs.gov/publications/p15/index.html>.

Eligibility

Any post-secondary student member may enter this event.

Contestant must supply

Sharpened No. 2 pencils, pens, ruler

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Complete and explain the purpose of the various steps in the accounting cycle
- Apply generally accepted accounting principles (GAAP) to determine the value of assets, liabilities, and owner's equity
- Apply appropriate accounting principles to payroll and income taxation
- Complete new employee personnel forms
- Apply various methods used to determine gross earnings
- Explain the purpose of withholdings and other deductions
- Calculate hourly, piece rate, salaried, commission, and salary/commission earnings
- Calculate employee's payroll taxes including local, state, and federal income taxes, Social Security, Medicare, and other payroll deductions to determine net pay
- Create and maintain employee earnings records and payroll reports
- Calculate employer's payroll taxes as well as other employee benefits paid by the employer
- Identify laws and regulations relating to payroll and human resources procedures
- Journalize and post transactions associated with payroll activities
- Analyze and complete IRS tax forms
- Calculate tax liabilities and payment
- Determine tax liabilities using earnings cap limits

Method of evaluation

Application and Objective Test

Length of event

No more than ten (10) minutes orientation

No more than ninety (90) minutes testing time

No more than ten (10) minutes wrap-up

Entries

Each state is allowed five (5) entries

Managerial Accounting (PS) (135)

Description

Focus on strategic decision-making related to cost analysis and cost management.

Eligibility

Any post-secondary student member may enter this event.

Contestant must supply

Sharpened No. 2 pencils, pens, ruler

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Differentiate between managerial and financial accounting
- Define materials, factory labor, and factory overhead costs
- Prepare entries for Job Order Cost and Process Costing Systems
- Calculate equivalent units of production under the FIFO or Weighted Average method
- Prepare a Cost of Production Report
- Classify costs by behavior
- Perform break-even analysis
- Prepare a variable costing Income Statement
- Prepare an absorption costing Income Statement
- Describe and prepare the basic types of budgets
- Describe and calculate standard costing and variances
- Describe responsibility accounting
- Use differential analysis for making decisions
- Determine selling price, total cost, product cost using variable cost concepts
- Explain and calculate capital investment analysis
- Apply methods for allocating overhead
- Calculate and evaluate contribution margin

Method of evaluation

Application and Objective Test

Length of event

No more than ten (10) minutes orientation

No more than ninety (90) minutes testing time

No more than ten (10) minutes wrap-up

Entries

Each state is allowed five (5) entries

Federal Income Tax Accounting (PS) (140)

Description

Contestants will demonstrate knowledge of the Internal Revenue Code as presented by the Department of the Treasury. The exam will encase individual and sole proprietorship tax laws and calculations in a multiple choice question format.

The ability to interpret the material available at the www.irs.gov website for specific treatment of tax issues would be advised.

Eligibility

Any post-secondary student member may enter this event.

Contestant must supply

Sharpened No. 2 pencils, pens, ruler

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Categorize filing status of taxpayers
- Determine personal and dependency exemptions
- Calculate as any/all taxable and non-taxable items using associated IRS Schedules, Forms, and Worksheets
- Calculate allowable deductions
- Determine Adjusted Gross Income (AGI)
- Determine standard deduction (including additional amounts) or (Schedule A) itemized deductions as allowed by IRS regulations
- Determine and calculate allowable personal/dependency exemptions as allowed by IRS regulations
- Calculate Taxable Income
- Determine the taxpayer's tax liability by use of the Tax Tables and/or Percentage Method
- Determine eligible credit usage and most advantageous tax usage of credits within the guidelines of IRS regulations
- Calculate tax refund or amount due by use of the IRS regulations
- Perform calculation and allowable entries on any individual or sole proprietorship tax return as allowed by IRS regulations
- Calculate deductible amounts for business and rental depreciation of assets including the determination of allocated amounts allowable by the IRS Code

Method of evaluation

Objective Test

Length of event

No more than 10 minutes orientation

No more than ninety (90) minutes testing time

No more than 10 minutes wrap-up

Entries

Each state is allowed five (5) entries

Banking & Finance (145)

Description

Demonstrate and apply fundamental knowledge of the banking industry. This entry-level event tests the contestant's knowledge of bank operations, bank services, loans, credit administration, and customer service.

Eligibility

Any student member may enter this event.

Contestant must supply

Sharpened No. 2 pencils, pens, ruler

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Evaluate services provided by financial deposit institutions to transfer funds
- Analyze factors that affect the choice of credit, the cost of credit, and the legal aspects of using credit
- Analyze the functions of commercial paper, secured transactions, and bankruptcy
- Apply mathematical operations to solve problems
- Identify the primary functions of banks and other financial institutions
- Distinguish between banks and other financial institutions and the services provided by each
- Identify basic rules and procedures for handling cash
- Describe the FDIC's role in the banking industry
- Describe procedures for electronic banking
- Define practices related to the use of checks and other negotiable instruments
- Perform the steps needed to open, maintain and reconcile a checking account
- Describe types of loans and practices related to obtaining a loan
- Define and calculate interest
- Describe the advantages and disadvantages of different savings and investing plans
- Identify government regulations in banking
- Identify procedures for prevention of bank fraud and/or identity theft
- Define the roles and purposes of the Federal Reserve

Method of evaluation

Application and Objective Test

Length of event

No more than 10 minutes orientation

No more than sixty (60) minutes testing time

No more than 10 minutes wrap-up

Entries

Each state is allowed five (5) entries



Sponsored by How The Market.Works.com.

Financial Analyst Team (150)

Description

Use analytical and problem solving skills to make decisions and recommendations using financial reports, both internal and external. The team analyzes and interprets computer reports from a business case study.

Eligibility

Any student member may enter this event. A team will consist of 2-4 members. At least one (1) member should have an accounting background.

Team must supply

Sharpened No. 2 pencils, pens, ruler

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials

Two (2) laptop/notebook computers per team. Team must bring all supporting devices (e.g., extension cords, power supply, a printer, paper, etc.)

Optional: Poster board, easel, flipcharts, markers, props, and a projector

Business Professionals of America assumes no responsibility for hardware/software provided by the team. No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Apply generally accepted accounting principles (GAAP) to determine the value of assets, liabilities, and owner's equity
- Prepare, interpret, and analyze financial statements for various types of businesses
- Use planning and control principles to evaluate the performance of an organization and apply differential analysis and present-value concepts to make decisions
- Use mathematical procedures to analyze and solve business problems
- Complete and analyze comparative financial statements including ratio analysis
- Prepare and analyze budgets
- Identify risks that affect business decisions
- Enter and edit data using spreadsheet software
- Prepare a technical written report
- Present findings in a formal presentation using supporting materials

Specifications

- Report must follow the [Style & Reference Manual](#) format for reports.
- The report is being sent to Harvey Rosen, Financial Services Department, with the title "Our Financial Findings". Please use your Contestant ID and current date where appropriate.

Equipment/supplies provided

- No computers or printers will be provided in preparation room or presentation room
- Projection surface provided at national competition only

Preliminary and Finals Guidelines

- Teams are allowed to use a maximum of two computers in the preparation room.
- Teams may bring one or two laptop/notebook computers, a portable printer, software, and paper for use in the preparation room. Carry-in and set-up of equipment must be done solely by the contestants, and take place within the time allotted for orientation/warm-up.
- Teams **may not** continue to work on the material once they leave the preparation room.
- Teams qualifying for finals **may use only their PRELIMINARY** report findings and data to create visual enhancements for the Final round. Team may make changes to their presentation, but not their report findings.
- **Teams making Finals will have their Preliminary score follow.**
- **Teams that do not use PRELIMINARY DATA will be disqualified.**

Method of evaluation

Judging Rubric

The top ten (10) teams will advance to finals.

Length of event

Preliminary

No more than five (5) minutes orientation

No more than ninety (90) minutes preparation time

Finals (top ten (10) teams)

No more than ten (10) minutes set-up in presentation room

No more than ten (10) minutes presentation time

No more than five (5) minutes for judges' questions

Entries

Each state is allowed two (2) entries

Teams in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event judges before judging takes place. No comments will be returned from the preliminary round.



Sponsored by How The Market Works.com.

Financial Analyst Team (150)

Judge Number _____

Team Number _____

Preliminary Scoring Rubric

PRELIMINARIES					
Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Solution of Problem:					
Accuracy of Financial Reports	1-5	6-10	11-15	16-20	
Accuracy of Ratios	1-5	6-10	11-15	16-20	
Analysis of the Problem	1-5	6-10	11-15	16-20	
Considerations beyond requirements	1-5	6-10	11-15	16-20	
Solutions or advice	1-5	6-10	11-15	16-20	
Written Report:					
Format of Financial Reports	1-5	6-10	11-15	16-20	
Report in proper format – <i>Style & Reference Manual</i>	1-5	6-10	11-15	16-20	
Readability of Financial Statements	1-5	6-10	11-15	16-20	
TOTAL POINTS (160 points maximum)					

TOTAL MAXIMUM POINTS = 160

Financial Analyst Team (150)

TEAMS MUST USE PRELIMINARY DATA ONLY OR THEY WILL BE DISQUALIFIED.

Judge Number _____

Team Number _____

Final Presentation Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Oral Report:					
Content of presentations/rationale	1-5	6-10	11-15	16-20	
Effectiveness of presentation; participation by all team members	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-5	6-10	11-15	16-20	
TOTAL PRESENTATION POINTS (60 points maximum)					

Final Specification Rubric

SPECIFICATION POINTS: All points, or none per item, are awarded by the proctor per team, not per judge.		Points Awarded
Set-up lasted no more than ten (10) minutes – 5 points Presentation lasted no more than ten (10) minutes – 5 points	10	
Documentation submitted at time of presentation: Keyed and signed Team Entry Form (1 copy)	10	
All registered team members participated in the entire event	10	
TOTAL SPECIFICATION POINTS (30 points maximum)		

Final Team Score

	Maximum Points	Points Awarded
Preliminary Score	160	
Final Presentation Score	60	
Specification Points	30	
TOTAL POINTS (250 points maximum)		

Economic Research Individual (S) (155)

Description

One economic research topic is selected by the National Center and provided at the beginning of the school year. The contestant will conduct research on the topic and present findings in a research paper, an oral presentation, and respond to questions from a panel of judges.

Eligibility

Any student member may enter this event. Each contestant may submit only one (1) research paper. Contestants participating in national level competition must be registered for the event prior to submission deadline for technical judging. Contestants must participate in both parts of the competition in order to be ranked.

Contestant must supply

One envelope containing the materials as listed in the specifications section

Notes or note cards for oral presentation (optional)

Contestant may use a computer, projection equipment, product displays and props (charts, graphs, tables, etc. in their presentation (optional)

Props (optional)

Carry-in and set-up of equipment must be done solely by the contestant and take place within the allotted time

No Internet access will be provided on-site at the NLC; however, contestants/teams may provide their own access to be used only for their presentation to the judges

Contestant must bring all supporting devices (e.g., extension cords, power supply, etc.)

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate knowledge and understanding of basic economic concepts in exploring and analyzing global and domestic economic issues
- Evaluate research and communicate findings both orally and in writing
- Explore basic economic concepts that affect the workplace
- Identify economic systems
- Explain how economic growth can be promoted and measured
- Conduct research using various resources and methods
- Analyze basic economic problems

Specifications

- This is a pre-submitted event. See instructions for submissions.
- The completed research paper and an [Individual Entry Form](http://www.bpa.org/submit) must be uploaded to the National Center at <http://www.bpa.org/submit> in .pdf format no later than 11:59 pm Eastern Time on April 1, 2016.
- Contestants will receive an automated response confirmation at the time of submission. Individual confirmation of receipt cannot be provided by the National Center.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions cannot be accepted.

- Contestants must be registered for national level competition prior to submission of materials. The contestant number must be included as indicated.
- Materials from non-registered contestants, those missing contestant number and/or projects received after the deadline cannot be accepted.
- **The research paper must follow the Report format located in the [Style & Reference Manual](#). (Note: no title page is required.)** Header information on the first page of the report should be as follows: Contestant ID Number (Sender's ID Number – XX-XXXX-XXXX), Harvey Rosen (Recipient's Name), Financial Services Department (Recipient's Department), and Current Date.
- Length of document is limited to seven (7) double-spaced, single-sided, numbered pages with one-inch margins. The works cited page(s) is/are not included in the seven pages; however any graphs, tables or charts included will be included in the seven page limit. **JUDGES WILL NOT READ ADDITIONAL PAGES BEYOND THE SEVEN (7) ALLOWED PAGES.**
- Each research paper must reflect the contestant's own research, writing, and original thinking.
- Props will be allowed, including additional charts, tables, graphics, etc. beginning with the 2015-16 membership year. All materials (props, displays, samples, gifts, etc.), other than the required submission, may *not* be left with judges.
- The research paper and entry form must be keyed/word-processed.
- No changes can be made to the paper after the date of submission.
- Each paper must include word-processed Works Cited page which follows the [Style & Reference Manual](#) format.
- Two (2) copies of the completed research paper and two (2) copies of the [Individual Entry Form](#), including signatures, must be submitted at the time of the presentation at the NLC at both Preliminary and Final Competition.
- The length of the presentation will be no more than seven (7) minutes.
- **The presentation will be stopped at seven (7) minutes and will be followed by judges' questions.**
- Notes or note cards may be used.

Topic

Recent news articles have indicated that a child born in the US today could easily be a centenarian. This increase in life expectancy will present economic challenges in many areas. Research the potential impact on the US economy of the projected increase in life expectancy. Your research may include but is not limited to:

- Effects on the healthcare industry and individual healthcare costs
- Impact on Social Security and Medicare
- Should the retirement age be adjusted?
- Effects of an aging workforce

Contestants who do not submit an entry that follows this topic will be disqualified.

Method of evaluation

Technical Scoring Rubric

Presentation Scoring Rubric

Length of event

No more than three (3) minutes set-up time

No more than seven (7) minutes presentation time

No more than five (5) minutes for judges' questions

Finals may be included at state and national levels

Entries

Each state is allowed three (3) entries

Contestants in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event judges before judging takes place.

Materials submitted for technical judging cannot be returned and will *not* be available at NLC.

Economic Research Individual (S) (155)

Judge Number _____

Contestant Number _____

Technical Scoring Rubric

Contestant Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes (Disqualification)	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the disqualification below:		
Contestant followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Disqualification)

Items to Evaluate RESEARCH PAPER	Below Average	Average	Good	Excellent	Points Awarded
Contestant submitted the correct information and in the correct format. <ul style="list-style-type: none">Individual Entry Form – .pdf format (must be keyed, but does not have to be signed for pre-submission)Research Paper – .pdf format <i>All points or none are awarded by the technical judge.</i>				10	
Comprehension of topic Demonstrates understanding of subject matter	1-5	6-10	11-15	16-20	
Organization and expansion of ideas Argument follows logical progression	1-5	6-10	11-15	16-20	
Introduction/Summary Logical argument, evidence to support conclusions, compelling summary	1-5	6-10	11-15	16-20	
Creativity Diverse resources, creative angle on the issue, originality, inventiveness	1-5	6-10	11-15	16-20	
Writing Skills Correct grammar, spelling, punctuation, concise language, sentence structure	1-5	6-10	11-15	16-20	
Overall Effectiveness of Research	1-5	6-10	11-15	16-20	
TOTAL TECHNICAL POINTS (130 points maximum)					

Contestant is required to format research paper according to the [*Style & Reference Manual*](#).

Economic Research Individual (S) (155)

Judge Number _____

Contestant Number _____

Presentation Scoring Rubric

Evaluation of Oral Presentation	Below Average	Average	Good	Excellent	Points Awarded
Opening and summary	1-5	6-10	11-15	16-20	
Content of presentation	1-5	6-10	11-15	16-20	
Effectiveness of presentation: Voice projection, transitions, flow, stage presence, etc.	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-5	6-10	11-15	16-20	
TOTAL PRESENTATION POINTS (80 points maximum)					

Specification Points Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, not per judge.		Points Awarded
Set-up lasted no longer than three (3) minutes – 5 points Presentation lasted no longer than seven (7) minutes – 5 points	10	
Documentation submitted at time of presentation: Keyed and signed Individual Entry Form (2 copies) and Research Paper (2 copies) <i>Must have copies for preliminaries and finals</i>	10	
Word-processed Research Paper and Works Cited page followed the Style & Reference Manual	10	
TOTAL SPECIFICATION POINTS (30 points maximum)		

TOTAL MAXIMUM POINTS = 240

PRESENTATION WILL BE STOPPED AT SEVEN MINUTES

Economic Research Team (S) (160)

Description

One economic research topic is selected by the National Center and provided at the beginning of the school year. The team will conduct research on the topic and present findings in a research paper, an oral presentation, and respond to questions from a panel of judges.

Eligibility

Any student member may enter this team event. A team will consist of 2-4 members. Each team may submit only one (1) research paper. Contestants participating in national level competition must be registered for the event prior to submission deadline for technical judging. Teams must participate in both parts of the competition in order to be ranked.

Team must supply

One envelope containing the materials as listed in the specifications section.

Notes or note cards for oral presentation (optional).

Teams may use a computer, projection equipment, product displays and props (charts, graphs, tables, etc. in their presentation (optional)

Props (optional)

Carry-in and set-up of equipment must be done solely by the team and take place within the allotted time

No Internet access will be provided on-site at the NLC; however, contestants/teams may provide their own access to be used only for their presentation to the judges

Teams must bring all supporting devices (e.g., extension cords, power supply, etc.)

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate knowledge and understanding of basic economic concepts in exploring and analyzing global and domestic economic issues
- Evaluate research and communicate findings both orally and in writing
- Explore basic economic concepts that affect the workplace
- Identify economic systems Explain how economic growth can be promoted and measured
- Conduct research using various resources and methods
- Analyze basic economic problems

Specifications

- This is a pre-submitted event. See instructions for submissions.
- The completed research paper and a [Team Entry Form](http://www.bpa.org/submit) must be submitted to the National Center at <http://www.bpa.org/submit> in .pdf format no later than 11:59 pm Eastern Time on April 1, 2016.
- Contestants will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt cannot be provided by the National Center.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions cannot be accepted.
- Teams must be registered for national level competition prior to submission of materials.

- The team number must be included as indicated.
- Materials from non-registered contestants, those missing chapter number and/or projects received after the deadline cannot be accepted.
- No changes can be made to the paper after the date of submission.
- **The research paper must follow the Report format located in the [Style & Reference Manual](#). (Note: no title page is required.)** Header information on the first page of the report should be as follows: Contestant ID Number (Only one Sender's ID – XX-XXXX-XXXX), Harvey Rosen (Recipient's Name), Financial Services Department (Recipient's Department), and Current Date.
- Use each member's full membership number (all 10 digits, i.e., 02-1234-0001) in the header.
- Length of document is limited to seven (7) double-spaced, single-sided, numbered pages with one-inch margins. The works cited page(s) is/are not included in the seven pages; however any graphs, tables or charts included will be included in the seven page limit. **JUDGES WILL NOT READ ADDITIONAL PAGES BEYOND THE SEVEN (7) ALLOWED PAGES.**
- Each research paper must reflect the contestant's own research, writing, and original thinking.
- Props will be allowed, including additional charts, tables, graphics, etc. beginning with the 2015-16 membership year. All materials (props, displays, samples, gifts, etc.), other than the required submission, may *not* be left with judges.
- The research paper and entry form must be keyed/word-processed.
- No changes can be made to the paper after the date of submission.
- Each paper must include word-processed Works Cited page which follows the [Style & Reference Manual](#) format.
- Two (2) copies of the completed research paper and two (2) copies of the [Team Entry Form](#), including signature, must be submitted to the NLC, at both Preliminary and Final Competition.
- The length of the presentation will be no more than seven (7) minutes.
- **The presentation will be stopped at seven (7) minutes and will be followed by judges' questions.**

Topic

The national debt of the United States is at an all-time high in dollar terms. Experts disagree on the size and importance of the debt. There is a concern that the debt is too high and will damage the future economic structure of the United States and adversely affect individuals and businesses. Research the causes of how the debt has grown and whether it is important for the debt to be controlled. Your research may include but is not limited to:

- What is the national debt and to whom is it owed?
- How does today's debt compare to that of other periods in US history?
- Should the growth of the debt be limited and if so what are some strategies for limiting its growth?
- What are some potential strategies for reducing or eliminating the debt?

Teams who do not submit an entry that follows this topic will be disqualified.

Method of evaluation

Technical Scoring Rubric

Presentation Scoring Rubric

Length of event

No more than three (3) minutes set-up time

No more than seven (7) minutes presentation time

No more than five (5) minutes of judges' questions

Finals may be included at state and national levels

Entries

Each state is allowed two (2) entries

Teams in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event judges before judging takes place.

Materials submitted for technical judging cannot be returned and will *not* be available at NLC.

Economic Research Team (S) (160)

Judge Number _____

Team Number _____

Technical Scoring Rubric

Team Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes (Disqualification)	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the disqualification below:		
Team followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Disqualification)

Items to Evaluate RESEARCH PAPER	Below Average	Average	Good	Excellent	Points Awarded
Team submitted the correct information and in the correct format. <ul style="list-style-type: none">Team Entry form – .pdf format (must be keyed, but does not have to be signed for pre-submission)Research Paper – .pdf format <i>All points or none are awarded by the technical judge.</i>				10	
Comprehension of topic Demonstrates understanding of subject matter	1-5	6-10	11-15	16-20	
Organization and expansion of ideas Argument follows logical progression	1-5	6-10	11-15	16-20	
Introduction/Summary Logical argument, evidence to support conclusions, compelling summary	1-5	6-10	11-15	16-20	
Creativity Diverse resources, creative angle on the issue, originality, inventiveness	1-5	6-10	11-15	16-20	
Writing Skills Correct grammar, spelling, punctuation, concise language, sentence structure	1-5	6-10	11-15	16-20	
Overall Effectiveness of Research	1-5	6-10	11-15	16-20	
TOTAL TECHNICAL POINTS (130 points maximum)					

Team is required to format research paper according to the [*Style & Reference Manual*](#).

Economic Research Team (S) (160)

Judge Number _____

Team Number _____

Presentation Scoring Rubric

Evaluation of Oral Presentation	Below Average	Average	Good	Excellent	Points Awarded
Opening and summary	1-5	6-10	11-15	16-20	
Content of presentation	1-5	6-10	11-15	16-20	
Effectiveness of presentation: Voice projection, transitions, flow, stage presence, etc.	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-5	6-10	11-15	16-20	
TOTAL PRESENTATION POINTS (80 points maximum)					

Specification Points Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, not per judge.		Points Awarded
Set-up lasted no longer than three (3) minutes – 5 points Presentation lasted no longer than seven (7) minutes – 5 points	10	
Documentation submitted at time of presentation: Keyed and signed Team Entry Form (2 copies) and Research Paper (2 copies) <i>Must have copies for preliminaries and finals</i>	10	
Word-processed research paper and Works Cited page followed the Style & Reference Manual	10	
TOTAL SPECIFICATION POINTS (30 points maximum)		

TOTAL MAXIMUM POINTS = 240

PRESENTATION WILL BE STOPPED AT SEVEN MINUTES

Personal Financial Management (165)

Description

In this contest contestants will answer objective questions dealing with concepts and perform calculations related to the financial topics of credit, saving, investing, personal income tax, risk management and insurance, and retirement planning. Contestants will analyze financial scenarios to predict outcomes, advise use of financial instruments and determine the proper financial planning.

Eligibility

Any student member may enter this event.

Contestant must supply

Sharpened No. 2 pencils, pens, ruler

Cordless calculator: Electronic *devices will* be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Identify government agencies charged with regulating financial institutions and investments and explain their role in doing so
- Identify the terms, cost of and regulation of credit
- Calculate interest on loans using both simple and compound methods
- Explain concepts related to personal income tax
- Identify agencies that produce credit scores and the factors used to determine the score
- Explain costs of bankruptcy
- Compare different types of retirement plans
- Analyze the need for retirement planning during different life phases
- Identify the four major types of insurances most people have during their lives
- List examples of events for which individuals will self-insure
- Determine factors that affect the cost of insurance and predict the effect of those factors
- Given different scenarios, calculate benefits received from an insurance policy
- Analyze advantages and disadvantages of different types of investments
- Calculate rates of return on different investments taking into account interest, dividends, and expected appreciation over time, and speculate on the amount of risk each of the investments entails.
- Identify differences in preferred and common stock and calculate dividends for each
- Explain and predict movement of stock prices
- Identify and compare different types and categories of mutual funds
- Identify and compare types of both corporate and government bonds
- Given a set interest rate, explain how markets will determine the rates of return for short-term and long-term bonds
- Explain diversification as it relates to investing
- Identify ways that identity thieves can obtain someone's personal information and list actions an individual can take to protect personal information

Method of evaluation

Objective Test

Length of event

No more than 10 minutes orientation

No more than sixty (60) minutes testing time allowed

No more than 10 minutes wrap-up

Entries

Each state is allowed five (5) entries

Financial Math & Analysis Concepts – Open Event (190)

Description

This competition assesses knowledge of math concepts. Contestants solve practical math problems related to work and consumer issues.

Eligibility

Any student member may enter this event.

Contestant must supply

Sharpened No. 2 pencils

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate knowledge of business and financial math concepts
- Apply mathematical skills to consumer and work-related problems
- Calculate averages, simple ratios, and proportions using whole numbers and decimals
- Read and interpret simple graphs and charts to solve problems
- Analyze and solve practical consumer word problems related to spending concepts, banking, taxes, investments, financial planning, notes and discounting
- Solve mark-up/mark-down problems, find selling price and calculate gross profit
- Solve problems with the time value of money
- Perform computations related to depreciation and inventories

Method of evaluation

Objective Test

Length of event

No more than sixty (60) minutes testing time allowed.

Entries

Unlimited

Reference materials may *not* be used for any Open Event

BUSINESS ADMINISTRATION EVENTS

- [\(200\) Fundamental Word Processing](#)
- [\(205\) Intermediate Word Processing](#)
- [\(210\) Advanced Word Processing](#)
- [\(215\) Integrated Office Applications](#)
- [\(220\) Basic Office Systems & Procedures](#)
- [\(225\) Advanced Office Systems & Procedures](#)
- [\(230\) Fundamental Spreadsheet Applications](#)
- [\(235\) Advanced Spreadsheet Applications](#)
- [\(240\) Database Applications](#)
- [\(245\) Legal Office Procedures](#)
- [\(250\) Medical Office Procedures](#)
- [\(255\) Administrative Support Team](#)
- [\(260\) Administrative Support Research Project \(S\)](#)
- [\(290\) Administrative Support Concepts — Open](#)

Fundamental Word Processing (200)

Description

Evaluate entry-level skills in keyboarding and document production.

Eligibility

Secondary student members who have completed one year (or less) of keyboarding and/or word processing and are not enrolled in the second year.

Post-secondary student members who have completed one semester (or less) of keyboarding and/or word processing and are not enrolled in the second semester.

This event may ***not*** be repeated or entered by a student member who has previously competed in Secondary/Post-Secondary Keyboarding, Fundamental Word Processing, Intermediate Word Processing or Advanced Word Processing. Contestants may compete in only one of the following events each year: Fundamental Word Processing, Intermediate Word Processing, or Advanced Word Processing.

Contestant must supply

Sharpened No. 2 pencils, pens

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Apply beginning-level keyboarding and document formatting skills to produce business documents
- Demonstrate basic knowledge of word processing software functions
- Format and key letters, memos, tables, columns, and reports
- Revise, edit, and spell-check documents
- Use paragraph formatting, tab settings, and text enhancements (e.g., bold, italics, underline)
- Use electronic and hard copy references to assist in preparing documents (e.g., help screens, spell-check, thesaurus, reference manual, dictionary)

Equipment/supplies provided

Computer, printer, and paper

Software as designated for this event

Method of evaluation

Application

Length of event

No more than ten (10) minutes orientation

No more than sixty (60) minutes actual testing time

No more than ten (10) minutes wrap-up

Entries

Each state is allowed five (5) entries

Intermediate Word Processing (205)

Description

Evaluate intermediate skills in word processing and document production.

Eligibility

This event may *not* be repeated or entered by a student member who has previously competed in Advanced Word Processing. Contestants may compete in only one of the following events each year: Fundamental Word Processing, Intermediate Word Processing, or Advanced Word Processing.

Contestant must supply

Sharpened No. 2 pencils, pens

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Apply intermediate-level keyboarding and word processing skills to produce business documents
- Demonstrate basic knowledge of word processing software functions, including formatting and keying text in columns
- Create and format tables; format and key letters, memos, news releases, agendas, itineraries and reports
- Insert graphics and special characters in documents
- Use paragraph formatting, tab settings and text enhancements
- Proofread using edited copy
- Use electronic and hard copy references to assist in preparing documents (e.g., help screens, spell-check, thesaurus, user's manual, dictionary)

Equipment/supplies provided

Computer, printer, and paper

Software as designated for this event

Method of evaluation

Application

Length of event

No more than ten (10) minutes orientation

No more than sixty (60) minutes actual testing time

No more than ten (10) minutes wrap-up

Entries

Each state is allowed five (5) entries

Advanced Word Processing (210)

Description

Evaluate advanced-level skills in word processing and document production. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all contestants passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be MOS Word 2013 Core and will count as 25% of the final score. All persons planning to take a certification test **MUST** register with Certiport (www.certiport.com) before attending NLC to create their Certiport profile. Contestants must include their BPA member ID in their Certiport profile when they register on-line. For more information on the exam, visit: <http://www.certiport.com/Portal/desktopdefault.aspx?page=common/pagelibrary/mos2010.html>

Eligibility

Student members may compete in only one of the following events each year: Fundamental Word Processing, Intermediate Word Processing, or Advanced Word Processing. This event may be repeated.

Contestant must supply

Sharpened No. 2 pencils, pens

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Apply advanced-level keyboarding and word processing skills to produce business documents
- Demonstrate comprehensive knowledge of word processing software functions
- Format and key letters, memos, reports, agendas, itineraries, labels, minutes, news releases, outlines, speeches, table of contents and works cited documents
- Proofread and correct documents using edited copy
- Create tables with mathematical computations
- Generate a mail merge using variable data
- Insert graphics and special characters in documents
- Format and key text in columns
- Use of fields in documents
- Use of advanced headers and footers
- Enhance documents using features such as leader tabs, shading, lines, borders and graphic tools
- Use electronic and hard copy references to assist in preparing documents (e.g., help screens, spell-check, thesaurus, user's manual, dictionary)

Equipment/supplies provided

Computer, printer, and paper
Software as designated for this event

Method of evaluation

Application
Certification test taken per conference schedule

Length of event

No more than ten (10) minutes orientation
No more than ninety (90) minutes actual testing time
No more than ten (10) minutes wrap-up

Entries

Each state is allowed five (5) entries

Integrated Office Applications (215)

Description

Evaluate advanced-level skills in information technologies and the integration of software applications. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all contestants passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be MOS PowerPoint 2013 and will count as 25% of the final score. All persons planning to take a certification test **MUST** register with Certiport (www.certiport.com) before attending NLC to create their Certiport profile. Contestants must include their BPA member ID in their Certiport profile when they register on-line. For more information on the exam, visit:

<http://www.certiport.com/Portal/desktopdefault.aspx?page=common/pagelibrary/mos2010.html>

Eligibility

Any student member may enter this event.

Contestant must supply

Sharpened No. 2 pencils, pens

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate knowledge of advanced word processing software functions
- Demonstrate proficiency in the integration of various software applications
- Apply advanced-level technical skills to manage information and produce business documents
- Use word processing software
- Use spreadsheet software
- Use database software
- Use presentation software
- Proofread and correct documents using edited copy
- Integrate word processing, presentation, database, and/or spreadsheet files to produce business documents

Equipment/supplies provided

Computer, printer, and paper

Software as designated for this event

Method of evaluation

Application Test

Certification test taken per conference schedule

Length of event

No more than ten (10) minutes orientation

No more than ninety (90) minutes actual testing time

No more than ten (10) minutes wrap-up

Entries

Each state is allowed five (5) entries

Basic Office Systems & Procedures (220)

Description

Evaluate fundamental skills in office procedures, records and file management, and document production.

Eligibility

A student member who has previously competed in Advanced Office Systems & Procedures may *not* enter this event. Contestants may *not* compete in Basic Office Systems & Procedures and Advanced Office Systems & Procedures in the same year. This event may *not* be repeated.

Contestant must supply

Sharpened No. 2 pencils, pens

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate knowledge of office procedures, records and file management, and office technologies
- Apply technical skills to manage information and produce business documents
- Proofreading using edited copy
- Prepare written telephone messages
- Provide customer support and service
- Compose business correspondence
- Key various business documents
- Create and format tables
- Prepare and maintain inventory of equipment and supplies
- Schedule and maintain appointments for supervisors
- Coordinate travel arrangements
- Maintain filing systems including alphabetical, subject, numerical, and chronological using ARMA rules
- Process mail

Equipment/supplies provided

Computer, printer, and paper

Software as designated for this event

Method of evaluation

Application and Objective Test

Length of event

No more than ten (10) minutes orientation

No more than ninety (90) minutes actual testing time

No more than ten (10) minutes wrap-up

Entries

Each state is allowed five (5) entries

Advanced Office Systems & Procedures (225)

Description

Evaluate advanced skills in office procedures, records and file management, and document production.

Eligibility

Student members may *not* compete in Basic Office Systems & Procedures and Advanced Office Systems & Procedures in the same year. Contestants may *not* compete in Basic Office Systems & Procedures after competing in the Advanced Office Systems & Procedures event. This event may be repeated.

Contestant must supply

Sharpened No. 2 pencils, pens

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Apply technical skills to manage information and produce business documents
- Identify functions of the office manager in coordinating administrative support staff
- Demonstrate knowledge of administrative procedures, records and file management, and office technologies
- Compose business correspondence
- Key documents with mail merge
- Proofread using edited copy
- Create and format tables
- Create and edit a database
- Create and edit slides using presentation software
- Schedule administrative support staff and organize workload distribution
- Prepare travel expense reports and coordinate travel for supervisors
- Plan meetings and events

Equipment/supplies provided

Computer, printer, and paper

Software as designated for this event

Method of evaluation

Application and Objective Test

Length of event

No more than ten (10) minutes orientation

No more than ninety (90) minutes actual testing time

No more than ten (10) minutes wrap-up

Entries

Each state is allowed five (5) entries

Fundamental Spreadsheet Applications (230)

Description

Create and design spreadsheet applications that include variables, reports, and formats. Contestants enter and format data, enter and copy formulas, and print full documents or cell contents.

Eligibility

Any student member may enter this contest. Contestants may *not* enter Fundamental Spreadsheet Applications and Advanced Spreadsheet Applications in the same year. This event may *not* be repeated.

Contestant must supply

Sharpened No. 2 pencils, pens, ruler

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Create and format cells, worksheets and workbooks
- Analyze, enter and edit data in cells, worksheets and workbooks
- Analyze, create and modify charts from data
- Create formulas appropriate for the task at hand
- Display formulas
- Modify the print options

Equipment/supplies provided

Computer, printer, and paper

Software as designated for this event

Method of evaluation

Application

Length of event

No more than ten (10) minutes orientation

No more than ninety (90) minutes testing time

No more than ten (10) minutes wrap-up

Entries

Each state is allowed five (5) entries

Advanced Spreadsheet Applications (235)

Description

Develop effective solutions to business problems using many of the advanced features within the Microsoft® Excel skill standards. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all contestants passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be MOS Excel 2013 Core and will count as 25% of the final score. All persons planning to take a certification test MUST register with Certiport (www.certiport.com) before attending NLC to create their Certiport profile. Contestants must include their BPA member ID in their Certiport profile when they register on-line. For more information on the exam, visit:

<http://www.certiport.com/Portal/desktopdefault.aspx?page=common/pagelibrary/mos2010.html>

Eligibility

Any student member may enter this event. A contestant may *not* compete in both Fundamental Spreadsheet Applications and Advanced Spreadsheet Applications in the same year.

Contestant must supply

Sharpened No. 2 pencils, pens, ruler

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Import and export data
- Format, manage and customize Excel workbooks
- Define and work with ranges
- Create and use macros
- Audit worksheets
- Summarize data
- Demonstrate an understanding of workgroup collaboration
- Utilize formula auditors
- Utilize advanced charting and formula creation
- Create advanced formulas

Equipment/supplies provided

Computer, printer, and paper

Software as designated for this event

Method of evaluation

Application

Certification test taken per conference schedule

Length of event

No more than ten (10) minutes orientation

No more than ninety (90) minutes testing time

No more than ten (10) minutes wrap-up

Entries

Each state is allowed five (5) entries

Database Applications (240)

Description

Demonstrate database development skills to include: object creation, data analysis, formula creation, and reporting features used in a variety of database scenarios. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all contestants passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be MOS Access 2013 and will count as 25% of the final score. All persons planning to take a certification test MUST register with Certiport (www.certiport.com) before attending NLC to create their Certiport profile. Contestants must include their BPA member ID in their Certiport profile when they register on-line. For more information on the exam, visit: <http://www.certiport.com/Portal/desktopdefault.aspx?page=common/pagelibrary/mos2010.html>

Eligibility

Any student member may enter this event.

Contestant must supply

Sharpened No. 2 pencils, pens

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials.

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate knowledge of general computer concepts
- Apply relational database concepts (joining tables for report information)
- Demonstrate knowledge and understanding of database management
- Utilize database management software
- Create and format databases including defining fields
- Demonstrate text and data manipulation
- Design a form for data entry
- Use formulas in fields to develop information from other fields
- Build and produce formatted reports that include group totals, report totals, and generated columns (data derived from other fields on the report)
- Analyze data in reports

Equipment/supplies provided

Computer, printer, and paper

Software as designated for this event

Flash drives

Method of evaluation

Application

Certification test taken per conference schedule at NLC

Length of event

No more than ten (10) minutes orientation

No more than ninety (90) minutes actual testing time

No more than ten (10) minutes wrap-up

Entries

Each state is allowed five (5) entries

Legal Office Procedures (245)

Description

Evaluate knowledge of legal terminology and skills needed to prepare legal documents and function effectively in a law office.

Eligibility

Any student member may enter this event.

Contestant must supply

Sharpened No. 2 pencils, pens

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate knowledge of the basic terminology and office procedures needed to work effectively in a legal environment
- Apply technical skills to produce a variety of office documents
- Demonstrate proficiency in information processing using manual and computerized systems
- Provide customer support and service
- Monitor and respond to electronic mail
- Prepare and maintain inventory of equipment and supplies
- Maintain filing systems (alphabetical, subject, numerical, and chronological) using ARMA rules
- Demonstrate understanding of legal terminology and Latin words pertaining to legal terminology
- Use correct format in drafting client correspondence and legal documents, including pleadings (pleadings may include Service of Process, Complaints, Counterclaims, Divorce Decrees, Final Judgments, etc.)
- Prepare litigation and non-litigation documents
- Research and locate legal information and records
- Maintain client account records and prepare billing statements
- Demonstrate knowledge of federal, state, and local court structures and proceedings
- Identify ethical responsibilities of the legal profession
- Maintain electronic files

Equipment/supplies provided

Computer, printer, and paper

Software as designated for this event

Method of evaluation

Application and Objective Test

Length of event

No more than ten (10) minutes orientation

No more than sixty (60) minutes actual testing time

No more than ten (10) minutes wrap-up

Entries

Each state is allowed five (5) entries

Medical Office Procedures (250)

Description

Evaluate knowledge of medical terminology and skills needed to prepare medical documents and function effectively in a medical office. Tests are written using AHDI guidelines and Taber's or Dorland's medical dictionaries.

Eligibility

Any student member may enter this event.

Contestant must supply

Sharpened No. 2 pencils, pens

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Apply technical skills to produce a variety of medical office documents
- Demonstrate knowledge of the basic terminology and office procedures needed to function effectively in a medical office
- Provide customer support and service
- Prepare and maintain inventory of equipment and supplies
- Maintain filing systems (alphabetical, subject, numerical, and chronological) using ARMA rules
- Prepare telephone messages
- Proofread using edited copy
- Utilize knowledge of medical ethics and etiquette
- Prepare and process medical records; process payments
- Use correct format in preparing a variety of medical reports
- Maintain patient account records and prepare billing statements
- Work with insurance companies to process patient accounts
- Apply formatting and place information in correct SOAP and HPIIP format

Equipment/supplies provided

Computer, printer, and paper

Software as designated for this event

Method of evaluation

Application and Objective Test

Length of event

No more than ten (10) minutes orientation

No more than sixty (60) minutes actual testing time

No more than ten (10) minutes wrap-up

Entries

Each state is allowed five (5) entries

Administrative Support Team (255)

Dedicated to the memory of Deborah Paul

Description

The team will function as an office staff to produce a variety of business documents.

Eligibility

Any student member may enter this team event. A team will consist of 2-4 members.

Team must supply

Sharpened No. 2 pencils, pens

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials

Props and/or electronic presentations are not allowed

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Apply technical skills to manage information and produce business documents
- Evaluate and delegate responsibilities needed to perform required tasks
- Demonstrate teamwork skills needed to function in a business setting
- Key and compose business correspondence
- Use database management software
- Use spreadsheet software
- Use presentation software
- Merge word processing, database, spreadsheet, and/or presentation files
- Plan meetings and events
- Maintain filing systems including alphabetical, subject, numerical, and chronological using ARMA rules
- Schedule and maintain appointments for supervisors
- Coordinate travel arrangements
- Establish work priorities and timelines

Equipment/supplies provided

Computer (one per team member), printer, and paper

Software as designated for this event

Flash drive (one per team, which must be submitted with test materials at conclusion of testing)

Method of evaluation

Application

Length of event

No more than ten (10) minutes orientation

No more than ninety (90) minutes actual testing time

No more than ten (10) minutes wrap-up

Entries

Each state is allowed two (2) entries

Administrative Support Research Project (S) (260)

Description

One administrative support topic is selected by the National Center and provided at the beginning of the school year. Contestants will conduct research on the topic and present findings in a research paper, an oral presentation, and respond to questions from a panel of judges.

Eligibility

Any student member may enter this event. Each contestant may submit only one (1) research paper. Contestants participating in national level competition must be registered for the event prior to submission deadline for Technical judging. Contestants must participate in both parts of the competition in order to be ranked.

Contestant must supply

Notes or note cards for oral presentation (optional)

One envelope containing the materials required for presentation, as listed in the specifications

Contestant may use a computer, projection equipment, product displays and props (charts, graphs, tables, etc. in their presentation (optional)

Props (optional)

Carry-in and set-up of equipment must be done solely by the contestant and take place within the allotted time

No Internet access will be provided on-site at the NLC; however, contestants/teams may provide their own access to be used only for their presentation to the judges

Contestant must bring all supporting devices (e.g., extension cords, power supply, etc.)

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate knowledge and understanding of basic administrative support concepts in exploring and analyzing related issues
- Communicate research in a clear and concise manner both orally and in writing
- Analyze and discuss changes in the workplace
- Explore issues affecting the role of administrative support in the workplace
- Conduct research using various resources and methods
- Discuss findings and respond to questions
- Prepare a research paper using the report format found in the [Style & Reference Manual](#)
- Evaluate and make decisions based on research findings

Specifications

- This is a pre-submitted event. See instructions for submissions.
- The completed research paper and an [Individual Entry Form](#) must be submitted to the National Center website at <http://www.bpa.org/submit> in .pdf format no later than 11:59 pm Eastern Time on April 1, 2016.
- Contestants will receive an automated response confirmation at the time of submission. Individual confirmation of receipt cannot be provided by the National Center.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.

- Multiple submissions cannot be accepted.
- Contestants must be registered for national level competition prior to submission of materials. The contestant number must be included as indicated. Materials from non-registered contestants, those missing contestant number and/or projects received after the deadline cannot be accepted.
- No changes can be made to the paper after the date of submission.
- **The research paper must follow the Report format located in the [Style & Reference Manual](#).** (Note: no title page is required.) Header information on the first page of the report should be as follows: Contestant ID Number (Sender's ID Number – XX-XXXX-XXXX), Harvey Rosen (Recipient's Name), Financial Services Department (Recipient's Department), and Current Date.
- Length of document is limited to seven (7) double-spaced, single-sided, numbered pages with one-inch margins. The works cited page(s) is/are not included in the seven pages; however any graphs, tables or charts included will be included in the seven page limit. **JUDGES WILL NOT READ ADDITIONAL PAGES BEYOND THE SEVEN (7) ALLOWED PAGES.**
- Each research paper must reflect the contestant's own research, writing, and original thinking.
- Props will be allowed, including additional charts, tables, graphics, etc. beginning with the 2015-16 membership year. All materials (props, displays, samples, gifts, etc.), other than the required submission, may *not* be left with judges.
- The research paper and entry form must be keyed/word-processed.
- No changes can be made to the paper after the date of submission.
- Each paper must include word-processed Works Cited page which follows the [Style & Reference Manual](#) format.
- Two (2) copies of the completed research paper and two (2) copies of the [Individual Entry Form](#), including signatures, must be submitted at the time of the presentation at the NLC at both Preliminary and Final Competition.
- The length of the presentation will be no more than seven (7) minutes.
- **The presentation will be stopped at seven (7) minutes and will be followed by judges' questions.**
- Notes or note cards may be used.

Topic

We are living in an era of security breaches, identity theft, etc. Describe what types of precautions should be taken to protect data and company security within the office setting.

Contestants who do not submit an entry that follows this topic will be disqualified.

Method of evaluation

Technical Scoring Rubric

Presentation Scoring Rubric

Length of event

No more than three (3) minutes set-up time

No more than seven (7) minutes presentation time

No more than five (5) minutes of judges' questions

Finals may be included at state and national levels

Entries

Each state is allowed three (3) entries

Contestants in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event judges before judging takes place.

Materials submitted for technical judging cannot be returned and will *not* be available at NLC.

Administrative Support Research Project (S) (260)

Judge Number _____

Contestant Number _____

Technical Scoring Rubric

Contestant Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes (Disqualification)	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the disqualification below:		
Contestant followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Disqualification)

Items to Evaluate RESEARCH PAPER	Below Average	Average	Good	Excellent	Points Awarded
Contestant submitted the correct information and in the correct format. <ul style="list-style-type: none">Individual Entry Form – .pdf format (must be keyed, but does not have to be signed for pre-submission)Research Paper – .pdf format <i>All points or none are awarded by the technical judge.</i>				10	
Comprehension of topic Demonstrates understanding of subject matter	1-5	6-10	11-15	16-20	
Organization and expansion of ideas Argument follows logical progression	1-5	6-10	11-15	16-20	
Introduction/Summary Logical argument, evidence to support conclusions, compelling summary	1-5	6-10	11-15	16-20	
Creativity Diverse resources, creative angle on the issue, originality, inventiveness	1-5	6-10	11-15	16-20	
Writing Skills Correct grammar, spelling, and punctuation, concise language, sentence structure	1-5	6-10	11-15	16-20	
TOTAL TECHNICAL POINTS (110 points maximum)					

Contestant is required to format research paper according to the [*Style & Reference Manual*](#).

Administrative Support Research Project (S) (260)

Judge Number _____

Contestant Number _____

Presentation Scoring Rubric

Evaluation of Oral Presentation	Below Average	Average	Good	Excellent	Points Awarded
Opening and summary	1-5	6-10	11-15	16-20	
Content of presentation	1-5	6-10	11-15	16-20	
Effectiveness of presentation: Voice projection, transitions, flow, stage presence, etc.	1-5	6-10	11-15	16-20	
Quality of problem solution	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-5	6-10	11-15	16-20	
TOTAL PRESENTATION POINTS (100 points maximum)					

Specification Points Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, not per judge.	Points Awarded	
Set-up lasted no longer than three (3) minutes – 5 points Presentation lasted no longer than seven (7) minutes – 5 points	10	
Documentation submitted at time of presentation: Keyed and signed Individual Entry Form (2 copies) and Research Paper, including Work Cited (2 copies) <i>Must have copies for preliminaries and finals</i>	10	
Word-processed research paper and Works Cited page followed the Style & Reference Manual	10	
TOTAL SPECIFICATION POINTS (30 points maximum)		

TOTAL MAXIMUM POINTS = 240

PRESENTATION WILL BE STOPPED AT SEVEN MINUTES

Administrative Support Concepts – Open Event (290)

Description

Evaluate knowledge of basic administrative support concepts.

Eligibility

Any student member may enter this event.

Contestant must supply

Sharpened No. 2 pencils, pens

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate knowledge of general office procedures
- Apply skills in proofreading and editing business documents for grammar and format
- Perform math calculations including budgeting, expenses, simple interest, payroll deductions, petty cash, etc.
- Apply knowledge of customer service skills
- Prepare telephone messages
- Demonstrate knowledge of correct business spelling
- Demonstrate knowledge of ARMA filing
- Analyze spreadsheet data
- Identify letter parts

Method of evaluation

Objective Test

Length of event

No more than sixty (60) minutes actual testing time

Entries

Unlimited

Reference materials may *not* be used for any Open Event

MANAGEMENT INFORMATION SYSTEMS EVENTS

- [\(300\) Computer Network Technology](#)
- [\(305\) PC Servicing & Troubleshooting](#)
- [\(310\) Network Administration Using Microsoft®](#)
- [\(315\) Systems Administration Using Cisco®](#)
- [\(320\) Computer Security](#)
- [\(325\) Network Design Team](#)
- [\(330\) Visual Basic/C# Programming](#)
- [\(335\) C++ Programming](#)
- [\(340\) Java Programming](#)
- [\(345\) SQL Database Fundamentals](#)
- [\(390\) Computer Programming Concepts – Open](#)
- [\(391\) Information Technology Concepts – Open](#)

Computer Network Technology (300)

Description

Demonstrate knowledge in fundamental networking concepts including network architecture, standards, topologies, protocols, and security. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all contestants passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be MTA Networking Fundamentals and will count as 25% of the final score. All persons planning to take a certification test MUST register with Certiport (www.certiport.com) before attending NLC to create their Certiport profile. Contestants must include their BPA member ID in their Certiport profile when they register on-line. For more information on the exam, visit:

<http://www.certiport.com/Portal/desktopdefault.aspx?tabid=665&roleid=101>

Eligibility

Any student member may enter this event.

Contestant must supply

Sharpened No. 2 pencils, pens, ruler

Published and/or unpublished non-electronic written reference materials

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate knowledge of OSI model
- Demonstrate knowledge of network adapters
- Demonstrate knowledge of network cabling
- Demonstrate knowledge of bridges and routers
- Demonstrate knowledge of network connectivity
- Demonstrate knowledge of network troubleshooting
- Demonstrate knowledge of network protocols
- Demonstrate knowledge of TCP/IP subnetting and routing
- Demonstrate knowledge of DNS
- Demonstrate knowledge of WINS
- Demonstrate knowledge of DHCP
- Demonstrate knowledge of proxies and firewalls
- Demonstrate knowledge of troubleshooting tools
- Remote access protocols
- Demonstrate knowledge of network operating systems
- Demonstrate knowledge of network clients
- Demonstrate knowledge of directory services
- Demonstrate knowledge of administrative utilities

Method of evaluation

Objective Test

Certification test taken per conference schedule at NLC

Length of event

No more than sixty (60) minutes testing time

Entries

Each state is allowed five (5) entries

PC Servicing & Troubleshooting (305)

Description

Demonstrate knowledge of PC configuration, maintenance, and management as a computer technician. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all contestants passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be MTA Windows OS Fundamentals and will count as 25% of the final score. All persons planning to take a certification test **MUST** register with Certiport (www.certiport.com) before attending NLC to create their Certiport profile. Contestants must include their BPA member ID in their Certiport profile when they register on-line. For more information on the exam, visit: <http://www.certiport.com/Portal/desktopdefault.aspx?tabid=665&roleid=101>

Eligibility

Any student member may enter this event.

Contestant must supply

Sharpened No. 2 pencils, pens, ruler

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials, this includes hands-on tasks.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Identify PC components
- Add and remove components
- Demonstrate knowledge of system resources
- Utilize peripheral ports
- Demonstrate knowledge of IDE, SATA & SCSI devices
- Utilize peripheral devices
- Troubleshoot problems
- Perform preventative maintenance and safety
- Demonstrate knowledge of RAM characteristics
- Demonstrate knowledge of system board characteristics
- Demonstrate knowledge of printer characteristics
- Demonstrate knowledge of basic networking concepts
- Demonstrate knowledge of OS functions and OS upgrades
- Demonstrate knowledge of disk/file management
- Demonstrate knowledge of Windows® installation
- Demonstrate booting procedures
- Configuring device drivers
- Demonstrate knowledge of error codes
- Demonstrate knowledge of Internet configuration
- Replace system components

Equipment/supplies provided

Toolkit for hands-on component at national level

Method of evaluation

Objective Test

Certification test taken per conference schedule at NLC

Application: Top 10 contestants at national level only. Reference materials *are* allowed for the application portion.

Length of event

No more than 60 minutes for objective test

No more than 60 minutes for hands-on tasks

Entries

Each state is allowed five (5) entries

Network Administration Using Microsoft® (310)

Description

Demonstrate knowledge of fundamental network management and maintenance tasks in a Windows® network. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all contestants passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be MTA Networking Fundamentals and will count as 25% of the final score. All persons planning to take a certification test MUST register with Certiport (www.certiport.com) before attending NLC to create their Certiport profile. Contestants must include their BPA member ID in their Certiport profile when they register on-line. For more information on the exam, visit:
<http://www.certiport.com/Portal/desktopdefault.aspx?tabid=665&roleid=101>

Eligibility

Any student member may enter this event.

Contestant must supply

Sharpened No. 2 pencils, pens, ruler

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Troubleshooting Win XP, Win 7, Win 8, Win Server 2008/2008 R2 operating systems installation
- Monitor, manage, and troubleshoot access to files and folders
- Manage and troubleshoot access to shared folders
- Manage printers and print jobs
- Configure and manage file systems
- Monitor and optimize system performance and reliability
- Recover system state data and user data
- Configure and troubleshoot the desktop environment
- Encrypt data on a hard disk by using Encrypting File Systems (EFS)
- Monitor, configure, troubleshoot, and control access to Web sites
- Configure and troubleshoot hardware devices and drivers
- Configure and troubleshoot Windows® Network connections
- Configure, monitor, and troubleshoot remote access
- Configure inbound connections
- Implement, configure, manage, and troubleshoot auditing, local security policy, and policies in a Windows® environment

Method of evaluation

Objective Test

Certification test taken per conference schedule at NLC

Length of event

No more than 60 minutes for objective test

Entries

Each state is allowed five (5) entries

Systems Administration Using CISCO® (315)

Description

Demonstrate knowledge of fundamental network management tasks in a CISCO® environment.

Eligibility

Any student member may enter this event.

Contestant must supply

Sharpened No. 2 pencils, pens, ruler

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials, this includes hands-on tasks.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate knowledge of OSI model
- Demonstrate knowledge of router configuration
- Demonstrate knowledge of network management
- Demonstrate knowledge of LAN/WAN design
- Demonstrate knowledge of LAN/WAN security
- Demonstrate knowledge of network topologies
- Demonstrate knowledge of LAN/WAN routed and routing protocols
- Demonstrate knowledge of network components
- Demonstrate knowledge of LAN/WAN switching theory and VLANs

Method of evaluation

Objective Test

Application: Top 10 contestants at national level only (Using PacketTracer Simulation software provided by CISCO®). Reference materials *are* allowed for the application portion.

Length of event

No more than sixty (60) minutes testing time

No more than sixty (60) minutes for hands-on tasks

Entries

Each state is allowed five (5) entries

Computer Security (320)

Description

Demonstrate knowledge of fundamental security management tasks in Windows® and Linux® networking environments. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all contestants passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be MTA Security Fundamentals and will count as 25% of the final score. All persons planning to take a certification test **MUST** register with Certiport (www.certiport.com) before attending NLC to create their Certiport profile. Contestants must include their BPA member ID in their Certiport profile when they register on-line. For more information on the exam, visit:

<http://www.certiport.com/Portal/desktopdefault.aspx?tabid=665&roleid=101>

Eligibility

Any student member may enter this event.

Contestant must supply

Sharpened No. 2 pencils, pens, ruler

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials, this includes hands-on tasks.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate knowledge of security threats
- Understand infrastructure security
- Demonstrate knowledge of cryptography, access control and authentication
- Demonstrate security tactics to prevent against external attack
- Demonstrate knowledge of operational and organization security
- Identify security threats
- Demonstrate hardening internal Windows and Linux systems and services
- Demonstrate knowledge of TCP/IP
- Demonstrate hardening Internet work devices and services
- Demonstrate knowledge of network defense fundamentals
- Create security policies
- Perform a risk analysis
- Demonstrate knowledge of biometrics
- Demonstrate knowledge of cryptography
- Create router and access control lists
- Demonstrate knowledge of internet security issues
- Manage certificates
- Monitor security infrastructure

Method of evaluation

Objective

Certification test taken per conference schedule at NLC

Application: Top 10 contestants at national level only. Reference materials *are* allowed for the application portion.

Length of event

No more than 60 minutes for objective test

No more than 60 minutes for hands-on tasks

Entries

Each state is allowed five (5) entries

Network Design Team (325)

Description

Analyze existing and planned business environments and develop a strategy for the implementation of a network infrastructure that addresses the business needs of the scenario provided. At state and national level, teams will be presented with an additional element to the scenario that requires revision of their final presentation.

Eligibility

Any student member may enter this event. A team will consist of 2-4 members.

Team must supply

Laptop/notebook computer (**each team member may have one laptop**), portable printer, software, and paper for this event

Team must bring all supporting devices (e.g., extension cords, power supply, etc.)

Published and/or unpublished non-electronic written reference materials

Projector/Props (Optional)

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant. No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Apply technical skills in the network design
- Evaluate and delegate responsibilities needed to perform required tasks
- Utilize problem solving techniques
- Demonstrate teamwork skills needed to function in a business setting
- Analyze existing and planned network and systems management
- Demonstrate knowledge of network cable topologies
- Diagram the completed network
- Analyze end-user work needs
- Plan for placement and management of resources
- Plan for decentralized resources or centralized resources
- Incorporate redundancy into the network
- Design a remote access solution
- Analyze network infrastructure, protocols, and hosts
- Estimate upgrade cost based on existing environment
- Incorporate future expansion into the network
- Demonstrate an ability to meet software requirements
- Demonstrate a knowledge of VPNs
- Identify the company's tolerance for risk
- Analyze technical support structure
- Design a routing strategy
- Develop multiple recommendations to scenarios
- Produce business reports

Specifications

- This is a pre-submitted event. See instructions for submissions.
- The completed written proposal and a [Team Entry Form](#) must be uploaded to the National Center at <http://www.bpa.org/submit> in .pdf format no later than 11:59 pm Eastern Time on April 1, 2016. **The written proposal must follow the Report Format located in the [Style & Reference Manual](#).**
- Contestants will receive an automated response confirmation at the time of submission. Individual confirmation of receipt cannot be provided by the National Center.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions cannot be accepted.
- Contestants must be registered for national level competition prior to submission of materials. The contestant number must be included as indicated.
- Use each member's full membership number (all 10 digits, i.e., 02-1234-0001) in the header.
- Materials from non-registered contestants and those missing contestant number and/or projects received after the deadline cannot be accepted.
- Not any changes can be made to the project after the date of submission.
- Two (2) copies of the completed written proposal and two (2) copies of the [Team Entry Form](#) must be submitted at the time of the presentation at the NLC at both Preliminary and Final Competition.
- Oral presentations will be limited to ten (10) minutes for presenting conclusions to the panel of judges and ten (10) minutes to answer judges' questions. Notes or note cards may be used.
- **Presentation will be stopped at ten (10) minutes.**

Topic

Johnston-Donahue University is a leader in online engineering degree programs. Fully accredited, and with a faculty of professors who are top in their field, Johnston-Donahue University provides degrees that are looked upon highly by employers nationwide. A key feature that sets Johnston-Donahue University apart from other universities offering online degrees is their network of teaching centers across the nation. These teaching centers are fully equipped engineering laboratories that provide the students with the interactive teaching environment, and practical experience, needed to become a successful engineer. All lectures are conducted online using a proprietary streaming service that incorporates: audio, video, screen casting, testing, and instant chat functionality.

Currently, Johnston-Donahue University lacks a well-managed network, and much of their network is composed of isolated and disparate sub-networks. The network infrastructures of each facility were built, and maintained, by independent contractors within their regions. The only requirement was that each facility has a high-speed Internet connection. This, however, has started to cause problems for the university.

Due to an increase in enrollment, the university has renovated several of the teaching centers to include state-of-the-art computer labs in order to accommodate students who have limited access to technology resources. Without a managed network, these computer labs have a high probability of becoming vulnerable due to misconfigured software, uneven software distribution, missing software patches, or rogue devices being able to get elevated access.

In order to address these concerns, and to accommodate the new computer labs, Johnston-Donahue University has decided it would be in their best interest to redesign their technology infrastructure, and to implement industry standard network management and configuration management systems to better govern their assets. Rather than do a full-scale deployment to all regions, Johnston-Donahue University has decided to use a testbed made up of several regions for an initial deployment. Below, you can find a detailed description of each facility that makes up the testbed.

Headquarters: Santa Fe, NM

Johnston-Donahue University has a three-story office space located in downtown Santa Fe. This office acts as their headquarters and currently houses the following departments: department of business affairs, department of finance and administration, department of information technology, department of academic affairs, office of the president, and office of the chief information security office (OCISO). Each department contains a number of workstations, and each department is allotted 10 laptops to be shared between employees. Due to the presence of laptops, a wireless network is currently deployed, but lacks enterprise features such as: enterprise grade security, granular access management, multiple access point management from a single location, lightweight directory access protocol integration (LDAP), or advanced subnetting/VLAN capabilities.

All workstations are networked via Cat5 cabling to a 10/100/1000 Mbps unmanaged switch on each floor, with each switch being connected to the main networking closet on the first floor via 10 Gbps fiber. The networking closet contains the wide-area network (WAN) uplink and a file server with network shares for each department. All of the data storage, course material hosting, website hosting, and records retention processes are outsourced to various vendors, whom the department of information technology interacts with. Because of this integration with cloud services, a datacenter is not needed onsite, and therefore the costs of maintaining a datacenter is eliminated. Johnston-Donahue University is looking to improve management of the headquarters' network, and to improve usability of technology assets.

Regional Learning Center: San Antonio, TX

The San Antonio regional learning center is a newly renovated two-story industrial building consisting of three computer labs, each containing approximately twenty workstations. There are two labs on the first floor, one lab on the second floor, and a network closet on the first floor that links the three labs to the WAN/internet. Each lab has its own 48 port 10/100/1000 Mbps switch with 10 Gbps fiber links to the network closet. All switches are setup with minimal settings, and the network is currently not segmented into any VLANs/subnets.

In addition to the computer lab workstations, there is a desktop computer at each lectern in each of the ten classrooms. The lectern computers are connected directly to the main networking closet via a gigabit Ethernet connection, and each computer is integrated into the robust multimedia presentation system that exists in each classroom.

Regional Learning Center: Dallas, TX

The Dallas regional learning center is one of the larger regional centers, consisting of six computer labs, with plans to convert one of the twelve classrooms into a seventh computer lab. In a configuration similar to the San Antonio center, the labs are connected to the WAN via a 10/100/1000 Mbps switch in each lab, with each switch then connected to an MDF (master distribution frame) on the second floor. It is a two-story building, with three computer labs on the first floor, along with eight classrooms. The second floor has three computer labs and four classrooms. The seventh lab will be added on the first floor by converting one of the classrooms, and this lab will need to be capable of multimedia capabilities similar to the classrooms.

The twelve classrooms are equipped with multimedia capabilities similar to the San Antonio center, and each classroom has a workstation directly connected to the MDF on the second floor. All switches are setup with minimal settings, and the network is currently not segmented into any VLANs/subnets.

Regional Learning Center: Tulsa, OK

This regional learning center is currently under construction, and is scheduled to be finished in two months. It will be a single story building with five computer labs and four classrooms. The network design is currently not complete for the building and is left open to suggestion. Johnston-Donahue University plans to pilot a “24-hour unmanned,” computer lab capable of supporting students year-round. The computers in the 24-hour lab will need to be very secure and be low priced, due to the high-risk environment. Security and management are the two main factors concerning the 24-hour lab, and will need to be addressed appropriately.

Customer's needs:

- Propose a reasonable and thorough network design for the testbed specified.
- Recommend an effective design for the subnetting of the entire network and provide descriptions of the VLANs that will be utilized.
- Provide a method for secure communication between all facilities in the testbed, and prove that it is scalable when the network design is deployed university-wide.
- Address the need for effective management of the network, as well as configuration management of all configuration items on the network (technology assets).
- Develop a plan for the 24-hour computer lab that is under construction in Tulsa.
- Address the needs for security, speed, and efficiency across the network, while maintaining a reasonable cost.

Equipment/supplies provided

Projection surface at national competition only

Method of evaluation

Judge's Scoring Rubric

Length of event

No more than thirty (30) minutes preparation time at State and National Level Only

No more than five (5) minutes set-up in presentation room

No more than ten (10) minutes presentation time

No more than ten (10) minutes judges' questions

Finals may be required at state and national levels

Entries

Each state is allowed two (2) entries

Teams in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event judges before judging takes place.

Network Design Team (325)

Judge Number _____

Team Number _____

Technical Scoring Rubric

Team followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Disqualification)
If no, please stop scoring and provide a brief reason for the disqualification below:		

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Team submitted the correct information and in the correct format. <ul style="list-style-type: none">Team Entry Form - .pdf format (must be keyed but does not have to be signed for pre-submission)Written proposal in Report Format - .pdf format <i>All points or none are awarded by the technical judge.</i>				10	
TECHNICAL POINTS					
Written Proposal					
Customer profile	1-5	6-10	11-15	16-20	
Objectives	1-5	6-10	11-15	16-20	
Abstract of implementation	1-5	6-10	11-15	16-20	
Explanation of products and/or services provided	1-5	6-10	11-15	16-20	
Clarity of message <ul style="list-style-type: none">Message is attention-grabbing, compelling and conciseMessage was developed according to topic	1-5	6-10	11-15	16-20	
Short- and long-range goals defined	1-5	6-10	11-15	16-20	
Financial Analysis	1-5	6-10	11-15	16-20	
Supporting Documentation	1-5	6-10	11-15	16-20	
Grammar, Spelling, Punctuation, and Usage <ul style="list-style-type: none">Content without errors/No copyright violations	5 (3+ errors)	10 (2 errors)	15 (1 error)	20 (0 errors)	
Total Written Proposal Points (180 points maximum)					
Creativity					
Solution is innovative <ul style="list-style-type: none">Fresh ideas, unique	1-5	6-10	11-15	16-20	
Total Creativity Points (20 points maximum)					
Specific Technical Recommendations					
Fast network access					
Proactive and reactive security measures	1-5	6-10	11-15	16-20	
Efficient use of equipment					
Intuitive use of subnets and VLANs	1-5	6-10	11-15	16-20	
Solution provides secure connection between all locations in testbed.	1-5	6-10	11-15	16-20	
Solution provides a complete plan for the 24-hour computer lab.	1-5	6-10	11-15	16-20	
Network infrastructure upgrade plan and design.	1-5	6-10	11-15	16-20	
Solution addresses the need for effective network management.	1-5	6-10	11-15	16-20	
Configuration management of technology assets.	1-5	6-10	11-15	16-20	
Total Specific Technical Recommendation Points (140 points maximum)					
TOTAL TECHNICAL POINTS (350 points maximum)					

Network Design Team (325)

Judge Number _____

Team Number _____

Presentation Scoring Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Ability to outline short- and long-term objectives and defend the solution as the most appropriate for the given scenario	1-5	6-10	11-15	16-20	
Ability to use technical terms, along with appropriate explanations that achieve effective communications with the client	1-5	6-10	11-15	16-20	
Voice quality and diction	1-5	6-10	11-15	16-20	
Self-confidence, assertiveness, and eye contact	1-5	6-10	11-15	16-20	
Presentation quality/style; flow	1-5	6-10	11-15	16-20	
All team members participated in presentation	1-5	6-10	11-15	16-20	
Response to judges' questions	1-5	6-10	11-15	16-20	
Total Presentation Points (140 points maximum)					

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per team, not per judge.		Points Awarded
Set-up lasted no longer than five (5) minutes – 5 points	10	
Presentation lasted no longer than ten (10) minutes – 5 points		
Documentation submitted at time of presentation: Keyed and signed Team Entry Form (2 copies), Written Proposal in Report Format (2 copies) <i>Must have copies for preliminaries and finals</i>	10	
TOTAL SPECIFICATION POINTS (20 points maximum)		

TOTAL MAXIMUM POINTS = 510

PRESENTATION WILL BE STOPPED AT 10 MINUTES

Visual Basic/C# Programming (330)

Description

Evaluate knowledge of working with Visual Basic/C# syntax, programming logic, program development, system design concepts, database, designers and objects. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all contestants passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be MTA Software Development Fundamentals - VB Exam or MTA Software Development Fundamentals - C# Exam and will count as 25% of the final score. All persons planning to take a certification test MUST register with Certiport (www.certiport.com) before attending NLC to create their Certiport profile. Contestants must include their BPA member ID in their Certiport profile when they register on-line. For more information on the exam, visit:

<http://www.certiport.com/Portal/desktopdefault.aspx?tabid=665&roleid=101>

Eligibility

Any student member may enter this event.

Contestant must supply

Computer or laptop/notebook; a full-size keyboard may be used (no printer is needed)

Visual Studio 2008 or higher

Carry-in and set-up of equipment must be done solely by the contestant

Contestant must bring all supporting devices and software appropriate for the event (e.g., extension cords, power supply, IDE, paper, etc.). S

Published and/or unpublished non-electronic written reference materials

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate knowledge of object oriented concepts and techniques
- Demonstrate understanding of general computer concepts and computer language
- Use structured design techniques, algorithms, and object-oriented concepts
- Create a program/GUI using variables, looping, controls, logical operations, calculations, classes, totals, sequence, data structures, selection, and I/O operations

Method of evaluation

Application

Certification test taken per conference schedule at NLC

Length of event

No more than ten (10) minutes orientation

No more than ninety (90) minutes testing time

No more than ten (10) minutes wrap-up

Entries

Each state is allowed five (5) entries

C++ Programming (335)

Description

Evaluate knowledge of working with structured designs, algorithms, and OOP methodology using the C++ language. This contest can only be done in C++, if you want to use C#, you must take the Visual Basic/C# contest. **This contest will be graded on the Windows operating system; therefore Unix/Linux should NOT be used.**

Eligibility

Any student member may enter this event.

Contestant must supply

Computer or laptop/notebook; a full-size keyboard may be used (no printer is needed).

Carry-in and set-up of equipment must be done solely by the contestant.

Contestant must bring all supporting devices and software appropriate for the event (e.g., extension cords, power supply, IDE, paper, etc.).

Published and/or unpublished non-electronic written reference materials

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate understanding of general programming concepts and C++ computer language
- Use programming skills for proper development of a C++ computer program
- Demonstrate knowledge of C++ computer language
- Implement program logic (algorithms, structured design)
- Use structural design techniques and object-oriented concepts
- Create a C++ program using calculations, totals, selection, logical operators, classes, sequential file access, I/O operations, loops, methods, arrays, and data structures

Method of evaluation

Application

Length of event

No more than ten (10) minutes orientation

No more than ninety (90) minutes testing time

No more than ten (10) minutes wrap-up

Entries

Each state is allowed five (5) entries

Java Programming (340)

Description

Evaluate knowledge of working with structured designs, algorithms, and OOP methodology using the Java Programming language.

Eligibility

Any student member may enter this event.

Contestant must supply

Computer or laptop/notebook; a full-size keyboard may be used (no printer is needed).

Carry-in and set-up of equipment must be done solely by the contestant.

Contestant must bring all supporting devices and software appropriate for the event (e.g., extension cords, power supply, IDE, paper, etc.).

Published and/or unpublished non-electronic written reference materials

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate knowledge of Java computer language
- Use Java computer language concepts and syntax
- Use structured design techniques and object-oriented concepts
- Apply programming concepts such as classes, operators, loops, control breaks, sequential file access, data structures, error handling, and I/O operations
- Understand and implement UML diagrams
- Demonstrate knowledge of error handling techniques

Method of evaluation

Application

Length of event

No more than ten (10) minutes orientation

No more than ninety (90) minutes testing time

No more than ten (10) minutes wrap-up

Entries

Each state is allowed five (5) entries

SQL Database Fundamentals (345)

Description

Demonstrate knowledge of fundamental database development and administrative concepts including SQL scripting. Competencies addressed in this event will mandate the contestant use a high end database product such as MS Sql Server™, the focus of this event, in order to acquire the necessary skills; however, skills sets addressed are transferable to any database product such as Oracle™ or MySQL™.

Eligibility

Any student member may enter this event.

Contestant must supply

Sharpened No. 2 pencils, pens, ruler

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

Published and/or unpublished non-electronic written reference materials

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.
No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Identify various types of databases
- Create and employ tables, rows, columns
- Create and understand roll of keys
- Understand and create indexes
- Identify relationship types
- Define relational integrity
- Understand and employ the role of constraints
- Determine data relationships
- Identify normal forms and normalize to 3NF
- Understand and employ SQL syntax
- Understand the importance of data types and when to use them
- Understand SQL Server™ schemas and data dictionaries
- Understand/use DDL commands such as CREATE, DROP, ALTER database
- Add primary and foreign key constraints
- Understand/use DML commands such as INSERT, SELECT, UPDATE, DELETE
- Select data from multiple tables using the WHERE clause
- Use different JOIN types
- Use SQL UNION and INTERSECT
- Use aggregate and scalar functions
- Create and use views
- Use and understand transactions
- Understand database security concepts
- Understand how to back up databases
- Understand the use Stored Procedures

Method of evaluation

Objective Test

Length of event

No more than sixty (60) minutes testing time

Entries

Each state is allowed five (5) entries

Computer Programming Concepts – Open Event (390)

Description

Demonstrate general knowledge of the computer programming industry.

Eligibility

Any student member may enter this event.

Contestant must supply

Sharpened No. 2 pencils, pens, ruler

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate understanding of general programming concepts
- Demonstrate knowledge of computer languages
- Demonstrate knowledge of program logic (algorithms, structured design)
- Demonstrate knowledge of structural design techniques and object-oriented concepts
- Demonstrate knowledge of selection, logical operators, classes, sequential file access, I/O operations, data structures, and loops
- Demonstrate knowledge of the software development process
- Demonstrate knowledge of software design tools (UML, flowcharts, pseudo code)
- Demonstrate knowledge of structured query language

Method of evaluation

Objective Test

Length of event

No more than sixty (60) minutes testing time

Entries

Unlimited

Reference materials may not be used for any Open Event

Information Technology Concepts – Open Event (391)

Description

Demonstrate general knowledge of the information technology industry.

Eligibility

Any student member may enter this event.

Contestant must supply

Sharpened No. 2 pencils, pens, ruler

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate knowledge of information technology concepts
- Demonstrate knowledge of programming language evolution
- Describe the history and evolution of computers
- Apply skills in programming language evolution
- Identify hardware and software basics
- Demonstrate understanding of graphics concepts
- Identify components and concepts related to printers
- Demonstrate understanding of operating systems
- Demonstrate understanding of security, law, and ethics
- Describe ergonomics and environmental concerns
- Demonstrate basic understanding of network concepts

Method of evaluation

Objective Test

Length of event

No more than sixty (60) minutes testing time

Entries

Unlimited

Reference materials may *not* be used for any Open Event

DIGITAL COMMUNICATION & DESIGN EVENTS

[\(400\) Fundamental Desktop Publishing](#)

[\(405\) Fundamentals of Web Design](#)

[\(410\) Graphic Design Promotion](#)

[\(415\) Digital Publishing](#)

[\(420\) Digital Media Production](#)

[\(425\) Computer Modeling \(S\)](#)

[\(430\) Video Production Team](#)

[\(435\) Web Site Design Team](#)

[\(440\) Computer Animation Team \(S\)](#)

[\(445\) Broadcast News Production Team \(S\)](#)

Fundamental Desktop Publishing (400)

Description

Evaluate knowledge and skills in using desktop publishing software to create a variety of business documents.

Eligibility

Any student member may enter this event.

Contestant may supply

Contestants may bring a Macintosh computer, if desired. Those contestants using Macintosh computers must also bring printer, software, paper, extension cords, power supply (must bring all). Color printing is permitted.

Carry-in and set-up of equipment must be done solely by the contestant and must take place within the time allowed for orientation/warm-up.

Published and/or unpublished non-electronic written reference materials

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate proficiency in using desktop publishing software to create a variety of business publications
- Apply principles of design and rules for proper layout in developing business publications
- Create and edit documents using desktop publishing applications
- Use principles of design, layout, and typography in presentation of text
- Create multipage and multicolumn documents
- Create a desktop publication that includes graphics in the form of illustrations, clipart, boxes, shading, and lines
- Generate a variety of documents including flyers, bulletins, proposals, business cards, brochures, presentation handouts, etc.

Please note: Contestants may use software templates, but creativity points may be reduced. Color printers will be available at NLC.

Equipment/supplies provided

Computer, printer, and paper

Software as designated for this event

Graphics files

Flash drive for saving files

Method of evaluation

Application

Length of event

No more than ten (10) minutes orientation

No more than ninety (90) minutes actual testing time

No more than ten (10) minutes wrap-up

Entries

Each state is allowed five (5) entries

Fundamentals of Web Design (405)

Description

Demonstrate knowledge of fundamental web design coding and syntax to include CSS. *This event includes a separate certification component which will be offered in conjunction with the BPA event at NLC; all contestants passing this component will receive an industry certification regardless of their overall event placement.* The certification offered will be MTA HTML5 Application Developer Fundamentals and will count as 25% of the final score. All persons planning to take a certification test MUST register with Certiport (www.certiport.com) before attending NLC to create their Certiport profile. Contestants must include their BPA member ID in their Certiport profile when they register on-line. For more information on the exam, visit:
<http://www.certiport.com/Portal/desktopdefault.aspx?tabid=665&roleid=101>

Eligibility

Any student member may enter this event.

Contestant must supply

Sharpened No. 2 pencils, pens, ruler

Published and/or unpublished non-electronic written reference materials

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate a knowledge of tags
- Demonstrate knowledge of format and font (CSS)
- Demonstrate knowledge of XHTML, HTML5, CSS2 and CSS3
- Demonstrate knowledge of W3C Accessibility Standards
- Demonstrate knowledge of Cross-Browser Capability
- Demonstrate knowledge of tables and table attributes
- Demonstrate knowledge of image tags and image attributes
- Demonstrate knowledge of hyperlinks and hyperlink attributes

Equipment/supplies provided

Computer with browser, **Notepad** only (*Contestants are not permitted to utilize Notepad++*), printer, and paper

Flash drive for saving files.

Method of evaluation

Application and Objective Test

Certification test taken per conference schedule at NLC

Length of event

No more than ten (10) minutes orientation

No more than ninety (90) minutes testing time

No more than (10) minutes wrap-up

Entries

Each state is allowed five (5) entries

Graphic Design Promotion (410)

Description

Develop a theme, illustrate the theme in a logo design, and then utilize the logo in a promotional flyer.

The output of this competition is to be produced as the basis for NLC advertising and logo for 2017.

Copyrighted materials, other than the Business Professionals of America logo, name, and tagline, may *not* be used—even with written permission. This contest needs to be completely contestant generated.

Eligibility

Any student member may enter this event. Contestants participating in national level competition must be registered for the event prior to submission deadline for technical judging. Contestants must participate in both parts of the competition in order to be ranked.

Contestant must supply

Two (2) plastic sheet protectors (8½" x 11") each containing four (4) documents—one flyer, one contestant-generated logo (4"X4"), one pin-sized logo (2"x2") and one [Individual Entry Form](#)

Additional copies of flyer, logo, pin-sized logo and forms for finals

Visual display technology in the form of, but not limited to, a desktop/laptop/tablet with internal or external speakers, projector, TV or DVD player

Video projector (optional)

Props (optional)

Carry-in and set-up of equipment must be done solely by the contestant and must take place within the time allotted for orientation/warm-up

No Internet access will be provided on-site at the NLC; however, contestants/teams may provide their own access to be used only for their presentation to the judges

Contestant must bring all supporting devices (e.g., extension cords, power supply, etc.)

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area.

Violation of this rule will result in disqualification.

Competencies

- Demonstrate knowledge of graphic design and rules for layout
- Demonstrate effective use of color, lines, text, graphics, shapes, etc.
- Demonstrate the ability to present ideas to prospective customers illustrating reasoning and logic for the theme
- Use principles of design, layout, and typography in graphic design
- Generate a promotional flyer for marketing purposes
- Use appropriate artwork and design techniques to effectively illustrate a theme
- Apply technical skills to manipulate graphics, artwork, and image

Specifications

- This is a pre-submitted event. See instructions for submissions.
- Contestant may select any theme that promotes the Business Professionals of America National Leadership Conference in Orlando, Florida, May 10-14, 2017.
- Theme needs to be 25 characters or less including spaces.

- Dimensions of flyer must be 8½" x 11". It is recommended that you use at least 300dpi.
- Dimensions of the contestant-generated logo must not exceed 4" x 4". It is recommended that you use at least 300 dpi. Contestant-generated logo must be submitted on a separate 8½" x 11" paper.
- Dimensions of the contestant-generated logo in pin-size print must not exceed 2" x 2". It is recommended that you use at least 300 dpi. Pin-sized logo must be submitted on a separate 8 ½" x 11" paper.
- Two (2) original flyers, two (2) contestant-generated 4"x4" logos, two (2) contestant-generated 2"x2" pin-sized logos, shall be produced at home/school. The graphics must not be professionally or commercially produced or printed.
- The flyer, logos and entry information must be submitted to the National Center in .jpg, .png, or .pdf formats at <http://www.bpa.org/submit> no later than 11:59 pm Eastern Standard Time on April 1, 2016.
- Confirmation of receipt will be provided when project is submitted.
- No fax or mailed copies will be accepted.
- Contestants must be registered for national level competition prior to submission of materials. The contestant number must be included as indicated. Materials from non-registered contestants and/or those missing contestant number cannot be accepted.
- No changes can be made to the project after the date of submission.
- Two additional copies of the flyer, contestant-generated logo, in both sizes, along with one copy of the [Individual Entry Form](#), including signatures, **must** be presented for judges' reference at the time of the presentation for both Preliminary and Final competition.
- The contestant will give a presentation on how the graphic was developed and produced. A question-and-answer session will follow.
- The flyers, logos, pin-sized logo and forms will **not** be returned.
- All materials (props, displays, samples, gifts, etc.), other than the required submission, may **not** be left with judges.
- Appropriate use of grammar, spelling and punctuation.
- Contestant-generated logo is effective when reduced to trading pin size.
- The length of the presentation will be no more than ten (10) minutes.
- **The presentation will be stopped at ten (10) minutes and will be followed by judges' questions.**
- All graphics must be computer generated. Only contestant-prepared graphics may be used in the design. Originality and effectiveness will be given greater consideration. No copyright items may be used, even with written permission.
- Business Professionals of America logo, name, and tagline must appear on the flyer. National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.
- All written materials must follow the organization's [Graphic Standards](#) and make proper use of the BPA logo and/or organization's name. (Refer to the [Graphic Standards](#) in the [Style & Reference Manual](#).)
- Contestant's name may **not** appear anywhere on output.
- No registered trademarks or names may be used. It is the policy of Business Professionals of America to comply with state and federal copyright laws. Although a work may be freely accessible on the Internet and contain no statement of copyright, copyright law provides that such works are protected. Contestants must assume that works are protected by copyright until they learn otherwise. **The contestant will be DISQUALIFIED for copyright violations.**
- The top three places in the Middle Level, Secondary and Post-secondary national competition will be submitted to the selection committee for consideration to be used as the theme for the following membership year.

Topic

Develop a flyer and logo promoting the Business Professionals of America National Leadership Conference in Orlando, Florida, May 10-14, 2017.

The output of this competition may be used as part of the NLC advertising and logo for 2017.

Method of evaluation

Technical Scoring Rubric

Presentation Scoring Rubric

Length of event

No more than five (5) minutes for set-up

No more than ten (10) minutes for the presentation

No more than five (5) minutes for judges' questions

Finals may be included at state and national levels

Entries

Each state is allowed three (3) entries

Contestants in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event judges before judging takes place.

Materials submitted for technical judging will not be returned and will *not* be available at NLC.

Graphic Design Promotion (410)

Judge Number _____

Contestant Number _____

Technical Scoring Rubric

Contestant Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes (Disqualification)	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the disqualification below:		
Contestant followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Disqualification)

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Contestant submitted the correct information and in the correct format. <ul style="list-style-type: none">Individual Entry Form – .pdf format (must be keyed, but does not have to be signed for pre-submission)Flyer – .pdf, .jpg or .png FormatLogo (4x4) – .pdf, .jpg or .png FormatLogo (2x2 pin size) – .pdf, .jpg or .png Format <i>All points or none are awarded by the technical judge.</i>				10	
Design shows imagination, creativity, and originality	1-5	6-10	11-15	16-20	
Contestant-generated logo shows imagination, creativity and originality	1-5	6-10	11-15	16-20	
Design gains attention and has eye appeal	1-5	6-10	11-15	16-20	
Generated theme promotes NLC	1-5	6-10	11-15	16-20	
Effectiveness (easily understood, motivational, accurate)	1-5	6-10	11-15	16-20	
Consistency in graphic and theme	1-5	6-10	11-15	16-20	
BPA logo and tagline appear on flyer – 10 points (all or nothing)				10	
BPA logo and tagline meets the Graphic Standards as outlined in the Style & Reference Manual – 10 points (all or nothing)				10	
TOTAL TECHNICAL POINTS (150 points maximum)					

Graphic Design Promotion (410)

Judge Number _____

Contestant Number _____

Presentation Scoring Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Oral presentation/stage presence/delivery	1-5	6-10	11-15	16-20	
Content of presentation	1-5	6-10	11-15	16-20	
Effectiveness of presentation	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-5	6-10	11-15	16-20	
TOTAL PRESENTATION POINTS (80 points maximum)					

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, not per judge.		Points Awarded
Set-up lasted no longer than five (5) minutes – 5 points Presentation lasted no longer than ten (10) minutes – 5 points	10	
Documentation submitted at time of presentation: Keyed and signed Individual Entry Form (1 copy), flyer (2 copies), logo (2 copies), pin-size logo (2 copies) <i>Must have for preliminaries and finals</i>	10	
Contestant name does not appear on submitted output	10	
Appropriate use of grammar, spelling and punctuation	10	
Contestant-generated logo is effective when reduced to trading pin size	10	
Dimensions of contestant-generated logo do not exceed 4" x 4" and 2" x 2"	10	
TOTAL SPECIFICATION POINTS (60 points maximum)		

TOTAL MAXIMUM POINTS = 290

PRESENTATION WILL BE STOPPED AT TEN MINUTES

Digital Publishing (415)

Description

Evaluate knowledge and skills utilizing Illustrator®, InDesign®, or Publisher® software to create a variety of interactive documents.

Eligibility

Any student member may enter this event.

Contestant may supply

Contestants may bring a Macintosh computer, if desired. Those contestants using Macintosh computers must also bring printer, software, paper, extension cords, power supply (must bring all). Color printing is permitted.

Carry-in and set-up of equipment must be done solely by the contestant and must take place within the time allowed for orientation/warm-up.

Published and/or unpublished non-electronic written reference materials

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate expertise in using desktop publishing software to create a variety of business publications for web, print, and mobile devices
- Apply principles of design and rules for proper layout in developing business publications for multiple screens and printing situations
- Create and edit documents using Illustrator®, InDesign®, and/or Publisher®
- Demonstrate color management
- Use principles of design, layout, and typography in presentation of text
- Demonstrate an in-depth knowledge of typography such as leading, kerning, tracking, and appropriate font choice
- Create multipage and multicolumn documents
- Create a desktop publication that includes graphics in the form of illustrations, shapes, shading, and layers
- Create interactive documents that can be viewed on devices and/or a PDF file
- Incorporate video into desktop publishing documents for devices and multiple screens
- Generate a variety of documents including flyers, bulletins, proposals, business cards, brochures, digital publications, interactive documents, presentation handouts, etc.

Equipment/supplies provided

Computer

Flash drive for saving files

Software as designated for this event

Graphics files

Method of evaluation

Application

Length of event

No more than ten (10) minutes orientation

No more than ninety (90) minutes actual testing time

No more than ten (10) minutes wrap-up

Entries

Each state is allowed five (5) entries

Digital Media Production (420)

Description

Create a one-to-two (1-2) minute digital media production based on the assigned topic.

Eligibility

Any student member may enter this individual event. Contestants participating in national level competition must be registered for the event prior to submission deadline for technical judging. Contestants must participate in both parts of the competition in order to be ranked.

Contestant must supply

Visual display technology in the form of, but not limited to a desktop/laptop with internal or external speakers, projector, TV or DVD player

Video projector (optional)

Props (optional)

Carry-in and set-up of equipment must be done solely by the contestant and must take place within the time allotted for orientation/warm-up

No Internet access will be provided on-site at the NLC; however, contestants/teams may provide their own access to be used only for their presentation to the judges

Contestant must bring all supporting devices (e.g., extension cords, power supply, etc.)

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate an understanding of developing for a target audience
- Demonstrate utilization of various software applications
- Demonstrate knowledge of digital media
- Demonstrate knowledge of graphic design including color, animation, audio, and video

Specifications

- This is a pre-submitted event. See instructions for submissions.
- The contestant will develop a visual communication tool utilizing various software applications related to digital production.
- Projects will be uploaded to a video/file sharing site (Vimeo, YouTube, or Dropbox, etc.)
 - It is recommended that you set the access level of your project to private.
- Submit the [Individual Entry Form](#) including the URL to the project and [Release Form\(s\)](#) in one combined PDF document to: <http://www.bpa.org/submit> no later than 11:59 pm Eastern Time on April 1, 2016.
- **NOTE: Member ID will be required for all submissions.**
- Contestants will receive an automated response confirmation, at the time of submission. Individual confirmation of receipt cannot be provided by the National Center.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties
- Multiple submissions will *not* be accepted.

- Contestants must be registered for national level competition, prior to submission of materials. The contestant number must be included as indicated.
- Materials from non-registered contestants and/or those missing contestant number cannot be accepted.
- No changes can be made to the project after the date of submission.
- Present a copy of the [Individual Entry Form](#), including signatures and [Release Form](#)(s) at the time of the presentation at the NLC, in both Preliminary and Final Competition.
- The contestant may utilize audio, text, video, graphics, and animation.
- Use of transitions and continuity must exist in the production.
- The contestant is responsible for securing a [Release Form](#) from for any person involved in the video production.
- All text/graphics materials must follow the organization's [Graphic Standards](#) and make proper use of the logo and/or organization's name. (Refer to the [Graphic Standards](#) in the *Style & Reference Manual*.) National Business Professionals of America grants permission for the use of the logo and/or organization's name.
- It is the policy of Business Professionals of America to comply with state and federal copyright laws, which are available on the Web at www.copyright.gov/title17/circ92.pdf. Use the Copyright and Fair Use Guidelines in the *Style & Reference Manual*. Contestant(s) will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.

Topic

Create a one-to-two (1-2) minute promotional piece for the Business Professionals of America National Leadership Conference in Orlando, Florida, May 10-14, 2017.

The following links can be used as you prepare your promotional piece:

<http://trade.visitorlando.com/gallery/>.

To gain access to our image gallery please follow these steps:

- Go to the following website to request images or videos: <http://www.orlandomeeting.com/gallery>
- Click on "create account" located near the login fields
- Complete all required fields - make sure to pick *meeting planner* in the account type description
- Agree to Terms of Use and click submit

Once you have submitted your information, our team will approve the request and you will have access to download our materials for about 3 months.

Contestants who do not submit an entry that follows this topic will be disqualified.

Method of evaluation

Technical Scoring Rubric

Presentation Scoring Rubric

Length of event

No more than five (5) minutes for set-up/wrap-up

No more than ten (10) minutes for presentation, which includes one-to-two (1-2) minute demonstration of digital media production

No more than five (5) minutes for judges' questions

Finals may be included at state and national levels

Entries

Each state is allowed three (3) entries

Contestants in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event judges before judging takes place.

Materials submitted for technical judging will *not* be returned and will *not* be available at NLC.



This event is sponsored by Cybis Communications who generously provides scholarships.

Digital Media Production (420)

Judge Number _____

Contestant Number _____

Technical Scoring Rubric

Contestant Violated the Copyright and/or Fair Use Guidelines	<input checked="" type="checkbox"/> Yes (Disqualification)	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the disqualification below:		
Contestant followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Disqualification)

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Contestant submitted the correct information and in the correct format. <ul style="list-style-type: none">Individual Entry Form (must be keyed but does not have to be signed for pre-submission) AND Release Form (must be keyed but do not have to be signed for pre-submission) in one combined .pdf document <i>All points or none are awarded by the technical judge.</i>				10	
Production Layout					
Visual organization is easily understood	1–5	6–10	11–15	16–20	
Aesthetic use of colors and fonts	1–5	6–10	11–15	16–20	
Consistent format	1–5	6–10	11–15	16–20	
Total Production Layout (60 points maximum)					
Graphics/Media Use					
Enhances theme	1–5	6–10	11–15	16–20	
Creativity through use of graphic design and digital assets	1–5	6–10	11–15	16–20	
Effective use of audio	1–5	6–10	11–15	16–20	
Effective use of innovative technology	1–5	6–10	11–15	16–20	
Effective use of lighting and special effects	1–5	6–10	11–15	16–20	
Total Graphics/Media Use (100 points maximum)					
Content					
Video is generated for target audience	1–5	6–10	11–15	16–20	
Well developed and portrays theme	1–5	6–10	11–15	16–20	
Total Content (40 points maximum)					
TECHNICAL POINTS (210 points maximum)					

Digital Media Production (420)

Judge Number _____

Contestant Number _____

Presentation Scoring Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Presentation					
Ability to explain the development and design process (Pre-Production Phase)	1–5	6–10	11–15	16–20	
Ability to explain the use and the development of innovative technology	1–5	6–10	11–15	16–20	
Ability to explain the use and development of media elements (graphics, video, audio, special effects, lighting, etc.)	1–5	6–10	11–15	16–20	
TOTAL PRESENTATION POINTS (60 points maximum)					

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, not per judge.		Points Awarded
Set-up/wrap-up lasted no longer than five (5) minutes – 5 points Presentation lasted no longer than ten (10) minutes – 5 points	10	
Documentation submitted at time of presentation: Keyed and signed Individual Entry Form (1 copy) and Release Form (s) (1 copy) at time of presentation <i>Must have copies for preliminaries and finals</i>	10	
TOTAL SPECIFICATION POINTS (20 points maximum)		

TOTAL MAXIMUM POINTS = 290

PRESENTATION WILL BE STOPPED AT 10 MINUTES

Computer Modeling (S) (425)

Description

Given a scenario or prompt, Computer Modeling will research the topic, create a profile, concept design(s), prototype(s), and final model and/or scene based upon the assigned topic provided. For example – a new Pixar® type character made of metal (refer to background information supplied about character); an opening scene to support a new sci-fi movie; an office chair designed for the year 2050; an environment for a Mars colony in the year 2075, etc.

Eligibility

Any student member may enter this event.

Contestant must supply

Visual display technology in the form of, but not limited to, a desktop/laptop with internal or external speakers, projector, TV and DVD player

Video projector (optional)

Props (optional)

Carry-in and set-up of equipment must be done solely by the individual and must take place within the time allotted for orientation/warm up

No Internet access will be provided on-site at the NLC; however, contestants/teams may provide their own access to be used only for their presentation to the judges

Contestant must bring all supporting devices (e.g., extension cords, power supply, etc.)

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Develop a profile for a given character, environment, or non-organic object within the specified parameters.
- Demonstrate development of model through research, concept art, and prototypes.
- Demonstrate application of finishes and lighting, and texturing techniques.
- Make formal geometric constructions with a variety of tools and methods.
- Use geometric shapes, their measures, and their properties to describe objects (e.g., modeling a tree trunk or a human torso as a cylinder).
- Apply geometric methods to solve design problems.
- Apply knowledge of software, equipment, and skills related to 3D art generation.
- Utilize research skills; research to build and present knowledge.
- Demonstrate artistic techniques to support a clear scenario or prompt.
- Demonstrate knowledge of copyright laws.
- Demonstrate professional presentation skills.
- Demonstrate work skills needed to function as a 3D Artist.

Specifications

- This is a pre-submitted event. See instructions for submissions.
- The individual will research the topic, including reference information provided in prompts, the time era, trends to support design, etc., and from that information will develop a profile to be submitted along with assets to be generated. The profile should not exceed one (1) page and should provide the artist's vision for the project, and the rationale for the submission.
- The individual will use digital tools, i.e., cameras, writing tablets, etc., for researching, planning, development and/or revision of content for model(s).
- The individual will develop the concept design(s) for the submission.
- The individual will produce 3D Models.
- The individual will develop a final model and/or scene, including the application of color, textures, lighting, etc.
- Graphics developed should accurately depict and/or increase dramatic or entertainment value of scenario or prompt given.
- The final project components, including, but not limited to, concept art, the profile, screenshots, and model project files, should be compressed in zip format and uploaded to a video/file sharing site (e.g. Dropbox, etc.).
 - It is recommended that you set the access level of your project to private.
- Submit the [Individual Entry Form](#) including the URL to the project and [Release Form\(s\)](#) in a combined PDF document to: <http://www.bpa.org/submit> no later than 11:59 pm Eastern Time on April 1, 2016.
- **NOTE: Member ID will be required for all submissions.**
- Contestants will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt cannot be provided by the National Center.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to an incorrect e-mail address for submission or technical difficulties.
- Multiple submissions cannot be accepted.
- No changes can be made to the project after the date of submission.
- Two copies of the [Individual Entry Form](#), including signatures, [Release Form\(s\)](#) and two copies of any concept art/prototypes must be presented at the time of the presentation at the NLC at both Preliminary and Final Competition.
- Must be viewable on both Windows and Mac platforms.
- The individual may utilize hand-drawings and sketches, computer drawings, text, graphics and/or illustration applications, 3D modeling applications. (Note: hand-drawings and sketches should be scanned to attain a digital format.)
- All text/graphics materials must follow the organization's [Graphic Standards](#) and make proper use of the logo and/or organization's name, if used. (Refer to the [Graphic Standards](#) in the [Style & Reference Manual](#).) National Business Professionals of America grants permission for the use of the logo and/or organization's name.
- It is the policy of Business Professionals of America to comply with state and federal copyright laws, which are available on the Web at www.copyright.gov/title17/circ92.pdf. Use the Copyright and Fair Use Guidelines in the [Style & Reference Manual](#).
- **Contestant(s) will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.**

Topic

In 2017, the Boston Marathon will celebrate its 120th year in existence. A committee would like a monument to commemorate the historic marathon. You have been hired by the committee to create a monument to symbolize this event.

Contestants who do not submit an entry following this topic will be disqualified.

Method of evaluation

Judge's Scoring Rubric

Length of event

No more than five (5) minutes for set-up/wrap-up

No more than ten (10) minutes for the presentation

No more than five (5) minutes for judges' questions

Finals may be included at state and national levels

Entries

Each state is allowed three (3) entries

Contestants in all judged who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event judges before judging takes place.

Materials submitted for technical judging cannot be returned.

Computer Modeling (S) (425)

Judge Number _____

Contestant Number _____

Technical Scoring Rubric

Contestant Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes (Disqualification)	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the disqualification below:		
Contestant followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Disqualification)

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Contestant submitted the correct information and in the correct format. <ul style="list-style-type: none">Individual Entry Form (must be keyed but does not have to be signed for pre-submission) AND Release Form(s) (must be keyed but do not have to be signed for pre-submission) in one combined .pdf document <i>All points or none are awarded by the technical judge.</i>				10	
Complexity/Craftsmanship					
Profile (not to exceed 1 page) Developed from research following prompt Goals and artistic vision developed for scene/model Provides rationale for submission Portrays personality, era, appropriate details	1-5	6-10	11-15	16-20	
Grammar, Spelling, Punctuation, and Usage Content without errors	5 (3+ errors)	10 (2 errors)	15 (1 error)	20 (0 errors)	
Concept Art developed to support prototype	1-5	6-10	11-15	16-20	
Innovative use of technology, advanced techniques	1-5	6-10	11-15	16-20	
Model/Scene is realistic and/or supports goals Model/Scene completed according to established goals for project	1-5	6-10	11-15	16-20	
Materials, Lighting, and Finishes support project plan with consistency	1-5	6-10	11-15	16-20	
Final model shown at a variety of angles/views	1-5	6-10	11-15	16-20	
Accuracy and/or attention to detail was evident	1-5	6-10	11-15	16-20	
Graphics developed are original and depict and/or increase dramatic or entertainment value of scenario or prompt given	1-5	6-10	11-15	16-20	
Total Complexity/Craftsmanship (180 points maximum)					
Composition					
Execution of Plan Depth of research Goals/Concept art/Prototypes developed and shared	1-5	6-10	11-15	16-20	
Artistic Layout/Design Principles Aesthetic consistent use of colors, textures, lighting, and finishes	1-5	6-10	11-15	16-20	
Total Composition Points (40 points maximum)					
Creativity					
Work is original Fresh ideas, innovative, unique	1-5	6-10	11-15	16-20	
Model/Scene effectively fulfills project goals	1-5	6-10	11-15	16-20	
WOW factor! Model/Scene exceeds expectations	1-5	6-10	11-15	16-20	
Model/Scene is visually appealing, has personality, matches profile, and fits prompts/scenario	1-5	6-10	11-15	16-20	
Total Creativity Points (80 points maximum)					
TOTAL TECHNICAL POINTS (310 points maximum)					

Computer Modeling (S) (425)

Judge Number _____

Contestant Number _____

Presentation Scoring Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Earned
Ability to explain the development process	1-5	6-10	11-15	16-20	
Ability to explain the design process	1-5	6-10	11-15	16-20	
Ability to explain the use of innovative technology	1-5	6-10	11-15	16-20	
Ability to explain use and development of media elements	1-5	6-10	11-15	16-20	
Presentation quality/style	1-5	6-10	11-15	16-20	
TOTAL PRESENTATION POINTS (100 points maximum)					

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, not per judge.		Points Awarded
Set-up lasted no longer than five (5) minutes – 5 points Presentation lasted no longer than ten (10) minutes – 5 points	10	
Documentation submitted at time of presentation: Keyed and signed Individual Entry Form (2 copies), Concept Art/Prototypes (2 copies), and Release Form(s) (2 copies) at time of presentation <i>Must have copies for preliminaries and finals</i>	10	
TOTAL SPECIFICATION POINTS (20 points maximum)		

TOTAL MAXIMUM POINTS = 430

PRESENTATION WILL BE STOPPED AT 10 MINUTES

Video Production Team (430)

Description

Create a three-to-five (3-5) minute video production, based upon the assigned topic.

Eligibility

Any student member may enter this team event. A team will consist of 2-4 members. Contestants participating in national level competition must be registered for the event, prior to submission deadline for technical judging.

Team must supply

Visual display technology in the form of, but not limited to, a desktop/laptop/tablet with internal or external speakers, projector, TV or DVD player

Video projector (optional)

Props (optional)

Carry-in and set-up of equipment must be done solely by the team and must take place within the time allotted for orientation/warm-up

No Internet access will be provided on-site at the NLC; however, contestants/teams may provide their own access to be used only for their presentation to the judges

Team must bring all supporting devices (e.g., extension cords, power supply, etc.)

Business Professionals of America assumes no responsibility for hardware/software provided by the team. No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Apply knowledge of software, equipment, and skills related to video production
- Utilize video editing applications
- Develop a story line using a storyboard and outline
- Demonstrate scripting techniques to present a clear overall message
- Apply basic camera techniques, including various camera shots
- Demonstrate knowledge of lighting techniques
- Perform nonlinear editing techniques utilizing various editing tools
- Demonstrate knowledge of transitions and audio editing techniques
- Demonstrate proper use in placement of titles and visual effects
- Demonstrate teamwork skills needed to function in a video editing environment

Specifications:

- This is a pre-submitted event. See instructions for submissions.
- The team will develop a video using various software applications related to video production.
- The final project components, including, but not limited to, storyboard (8.5x11), script, and video should be compressed in zip format and uploaded to a video/file sharing site (Dropbox, etc.)
 - It is recommended that you set the access level of your project to private.
- Submit the [Team Entry Form](#) including the URL to the project and [Release Form](#)(s) in a combined PDF document to: <http://www.bpa.org/submit> no later than 11:59 pm Eastern Time on April 1, 2016.
- **NOTE: Member ID will be required for all submissions.**
- Contestants will receive an automated response confirmation at the time of submission. Individual confirmation of receipt cannot be provided by the National Center.

- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions will *not* be accepted.
- Contestants must be registered for national level competition prior to submission of materials. The contestant number must be included, as indicated.
- Materials from non-registered contestants and/or those missing contestant number cannot be accepted.
- No changes can be made to the project after the date of submission.
- A copy of a well-developed storyboard, script and [Team Entry Form](#), including signatures, and [Release Form](#)(s) must be presented at the time of the presentation at the NLC, at both Preliminary and Final Competition.
- The contestants may utilize audio, text, video, graphics, and animation.
- Use of transitions and continuity must exist in the production.
- The team is responsible for securing a [Release Form](#) from any person whose image is used in the production.
- All text/graphics materials must follow the organization's [Graphic Standards](#) and make proper use of the logo and/or organization's name. (Refer to the [Graphic Standards](#) in the [Style & Reference Manual](#).) National Business Professionals of America grants permission for the use of the logo and/or organization's name.
- It is the policy of Business Professionals of America to comply with state and federal copyright laws, which are available on the Web at www.copyright.gov/title17/circ92.pdf. Use the Copyright and Fair Use Guidelines in the [Style & Reference Manual](#).
- **Contestant(s) will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.**

Topic

Create an informational video highlighting the dangers of underage drinking. Topics can include, but are not limited to:

- How to talk to your parents about underage drinking
- Drinking and driving
- Addiction
- How to talk to friends about drinking and dangers
- What to do if a friend is drinking

Teams who do not submit an entry that follows this topic will be disqualified.

Method of evaluation

Technical Scoring Rubric

Presentation Scoring Rubric

Length of event

No more than five (5) minutes for set-up/wrap-up

No more than ten (10) minutes for the presentation

No more than five (5) minutes for judges' questions

Finals may be included at state and national levels

Entries

Each state is allowed two (2) entries

Teams in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event judges before judging takes place.

Materials submitted for technical judging cannot be returned and will *not* be available at NLC.



Video Production Team (430)

Judge Number _____

Team Number _____

Technical Scoring Rubric

Team Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes (Disqualification)	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the disqualification below:		
Team followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Disqualification)

Items to Evaluate					Points Awarded
Required Elements					
• Included more than one camera angle		Y/N		10	
• Included at least one interview		Y/N		10	
• Included one voice over		Y/N		10	
• Included ending credits		Y/N		10	
Total Required Elements (40 points maximum)					
Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Content					
Team submitted the correct information and in the correct format.					
<ul style="list-style-type: none"> Team Entry Form (must be keyed but does not have to be signed for pre-submission) AND Release Form(s) (must be keyed but do not have to be signed for pre-submission) in one combined .pdf document <i>All points or none are awarded by the technical judge.</i>				10	
• Originality of content (at least 50% of video must be footage created by the team)	1-5	6-10	11-15	16-20	
• Developed and portrayed theme (to include, but not limited to: a logo, taglines, and color usage)	1-5	6-10	11-15	16-20	
• Effectiveness of production	1-5	6-10	11-15	16-20	
• Production free of typos	1-5	6-10	11-15	16-20	
Total Content (90 points maximum)					
Quality					
• Focus/Steadiness	1-5	6-10	11-15	16-20	
• Lighting	1-5	6-10	11-15	16-20	
• Color	1-5	6-10	11-15	16-20	
• Audio	1-5	6-10	11-15	16-20	
Total Quality (80 points maximum)					
TOTAL TECHNICAL POINTS (210 points maximum)					

Video Production Team (430)

Judge Number _____

Team Number _____

Presentation Scoring Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Ability to explain the development and design process	1–5	6–10	11–15	16–20	
Ability to explain the use and the development of innovative technology	1–5	6–10	11–15	16–20	
Ability to explain the use and development of media elements (graphics, special effects, video, audio, etc.)	1–5	6–10	11–15	16–20	
TOTAL PRESENTATION POINTS (60 points maximum)					

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per team, not per judge.		Points Awarded
Set-up lasted no longer than five (5) minutes – 5 points Presentation lasted no longer than ten (10) minutes – 5 points	10	
Documentation submitted at time of presentation: Keyed and signed Team Entry Form (1 copy), Storyboard (1 copy), Script (1 copy), and Release Form(s) (1 copy) at time of presentation <i>Must have copies for preliminaries and finals</i>	10	
All registered team members participated in the presentation	10	
TOTAL SPECIFICATION POINTS (30 points maximum)		

TOTAL MAXIMUM POINTS = 300

PRESENTATION WILL BE STOPPED AT 10 MINUTES

Web Site Design Team (435)

Description

The team will work together to create a Web site based on the assigned topic.

Eligibility

Any student member may enter this team event. A team will consist of 2-4 members. Contestants participating in national level competition must be registered for the event prior to submission deadline for technical judging.

Team must supply

Team must supply one computer loaded with their Web site for presentation to the judges.

No Internet access will be provided on-site at the NLC; however, contestants/teams may provide their own access to be used only for their presentation to the judges.

Team must bring all supporting devices (e.g., extension cords, power supply, etc.).

Projector (Optional)

Props (Optional)

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Apply technical skills in Web site design
- Demonstrate knowledge of Internet concepts
- Evaluate and delegate responsibilities needed to perform required tasks
- Demonstrate teamwork skills needed to function in a business setting
- Demonstrate knowledge of site, content, graphics, layout, browser capabilities and more
- Demonstrate awareness of requirements of target audience
- Demonstrate awareness of accessibility concerns
- Provide easy access to multiple major search sites
- Demonstrate knowledge of navigational scheme
- Utilize graphics and multimedia
- Demonstrate skill sets in building site content
- Utilize standards-based, validated HTML
- Demonstrate and apply web scripting skills
- Demonstrate leadership and teamwork skills
- Demonstrate personal integrity and apply ethical concepts
- Demonstrate the ability to conform to copyright laws
- Demonstrate problem solving skills
- Demonstrate knowledge of page layout

Specifications

- This is a pre-submitted event. See instructions for submissions.
- Submit the [Team Entry Form](#) including the URL to the project (including any necessary login credentials if necessary) and [Release Form](#)(s) in one combined PDF document to: <http://www.bpa.org/submit> no later than 11:59 pm Eastern Time on April 1, 2016.
- **NOTE: Member ID will be required for all submissions.**
- Contestants will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt cannot be provided by the National Center.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to an incorrect e-mail address for submission or technical difficulties.
- Multiple submissions cannot be accepted.
- No changes can be made to the project after the date of submission.
- A copy of the [Team Entry Form](#), including signatures, and [Release Form](#)(s) must be presented at the time of the presentation at the NLC at both Preliminary and Final Competition.
- The team is responsible for securing a [Release Form](#) from any individual whose name, photograph, and/or other information that is included on the Web site.
- Topic and theme must remain the same as the team progresses through regional, state and national competition.
- The web site must be available for viewing on the Internet on April 1, 2016. If the ISP is experiencing technical difficulty, the advisor will be contacted and a reasonable amount of time will be provided to solve the problem. No changes can be made to the website after this date. Technical judging of the website will be conducted prior to the NLC.
- The team will administer and present their website at the NLC.
- The following information must be included on the site: name of chapter, team member names, theme, school, city, state, and year. This information can be included in any format and location.
- Attention must be given to cross browser capabilities.
- Attention must be given to monitor capabilities, such as resolution.
- All written material must follow the organization's [Graphic Standards](#) and make proper use of the logo and/or organization's name. (Refer to the [Graphic Standards](#) in the *Style & Reference Manual*.)
- It is the policy of Business Professionals of America to comply with state and federal copyright laws, which are available on the Web at www.copyright.gov/title17/circ92.pdf. Use the Copyright and Fair Use Guidelines in the *Style & Reference Manual*. **Contestant(s) will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.**
- Team members will specifically identify their roles in the development of the Web site and be prepared to address questions pertaining to those roles (i.e., page layout, navigational scheme, graphics, media, compatibility, and content).
- Previously submitted Web sites used in BPA competition may *not* be submitted.
- Contestants are permitted to use any web development technology or CMS desired by the team in order to complete the event. Examples of these are, but not limited to, Visual Studio, Dreamweaver, JQuery, any Templates, WordPress, Joomla, and Drupal.

Topic

Your team is to create a public service announcement (PSA) web site about the topic of your choice. This web site is to promote your cause and provide information to support your argument. The site is to have more than one page and may include content in multiple media formats. While the site may have external links to other sites the majority of the information about the message must be present in the team's site.

Possible topics may include:

- Drug addiction
- Stop smoking
- Drinking and driving
- Healthy eating
- Bullying
- Youth exercise
- Distracted driving

Teams who do not submit an entry that follows the topic above will be disqualified.

Method of evaluation

Technical Scoring Rubric

Presentation Scoring Rubric

Length of event

No more than five (5) minutes set-up time

No more than ten (10) minutes oral presentation

No more than five (5) minutes for judges' questions

Finals may be included at state and national levels

Entries

Each state is allowed two (2) entries

Teams in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event judges before judging takes place.

Materials submitted for technical judging cannot be returned and will *not* be available at NLC.

Competencies on topic generously provided by the CIW (Certified Internet Web Professional) program.



Web Site Design Team (435)

Judge Number _____

Team Number _____

Technical Scoring Rubric

Team Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes (Disqualification)	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the disqualification below:		
Team followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Disqualification)

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Team submitted the correct information and in the correct format. <ul style="list-style-type: none">Team Entry Form (must be keyed but does not have to be signed for pre-submission)AND Release Form(s) (must be keyed but do not have to be signed for pre-submission) in one combined .pdf document <i>All points or none are awarded by the technical judge.</i>				10	
Page Layout					
Visual organization is easily understood	1-5	6-10	11-15	16-20	
Aesthetic use of colors and fonts	1-5	6-10	11-15	16-20	
Consistent format page to page	1-5	6-10	11-15	16-20	
Navigational Theme					
Links present and working	1-5	6-10	11-15	16-20	
Links show consistent formatting	1-5	6-10	11-15	16-20	
Navigational path is clear and logical	1-5	6-10	11-15	16-20	
Graphic Media Use					
Enhances topic	1-5	6-10	11-15	16-20	
Creativity through graphic design	1-5	6-10	11-15	16-20	
Originality of graphics	1-5	6-10	11-15	16-20	
Effective use of innovative technology	1-5	6-10	11-15	16-20	
Content					
Well developed	1-5	6-10	11-15	16-20	
Portrays the topic	1-5	6-10	11-15	16-20	
Effectiveness of site	1-5	6-10	11-15	16-20	
Technical					
Cross-browser compatibility	1-5	6-10	11-15	16-20	
Markup is well organized and meets validation	1-5	6-10	11-15	16-20	
Grammar, Spelling, Punctuation, and Usage	5 (3+ errors)	10 (2 errors)	15 (1 error)	20 (0 errors)	
TOTAL TECHNICAL POINTS (330 points maximum)					

Web Site Design Team (435)

Judge Number _____

Team Number _____

Presentation Scoring Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Ability to explain development/design process	1-5	6-10	11-15	16-20	
Ability to explain their use and the development of innovative technology	1-5	6-10	11-15	16-20	
Ability to explain their use and development of media elements (graphics, video, audio, etc.)	1-5	6-10	11-15	16-20	
Evidence showing each team member's role in the development of the site and their responses to presentation questions	1-5	6-10	11-15	16-20	
TOTAL PRESENTATION POINTS (80 points maximum)					

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per team, not per judge.		Points Awarded
Set-up lasted no longer than five (5) minutes – 5 points Presentation lasted no longer than ten (10) minutes – 5 points	10	
Documentation submitted at time of presentation: Keyed and signed Team Entry Form (1 copy) and Release Form (s) (1 copy) at time of presentation <i>Must have copies for preliminaries and finals</i>	10	
All registered team members must participate in the presentation	10	
TOTAL SPECIFICATION POINTS (30 points maximum)		

TOTAL MAXIMUM POINTS = 440

PRESENTATION WILL BE STOPPED AT 10 MINUTES

Computer Animation Team (S) (440)

Description

Create a computer-generated visualization animation, not to exceed two (2) minutes, based upon the assigned topic provided.

Eligibility

Any student member may enter this event. A team will consist of 2-4 members.

Contestant must supply

Visual display technology in the form of, but not limited to, a desktop/laptop with internal or external speakers, projector, TV and DVD player.

Props (optional).

Carry-in and set-up of equipment must be done solely by the team and must take place within the time allotted for orientation/warm up.

No Internet access will be provided on-site at the NLC; however, contestants/teams may provide their own access to be used only for their presentation to the judges.

Supporting devices (e.g., extension cord, power supply, etc.). Electrical power will be provided.

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate utilization of various editing software applications
- Demonstrate development of animation within a storyboard
- Demonstrate object color and creating artistic effects
- Demonstrate textures and special effects
- Demonstrate knowledge of transitions, audio, and lighting effects
- Demonstrate proper use in placement of titles and visual effects
- Demonstrate work skills needed to function in an animation environment

Specifications

- This is a pre-submitted event. See instructions for submissions.
- The team will develop a visual communication utilizing various software applications related to digital animation.
- Animated graphics must be saved as a standard format that can be played on both, PC or MAC (i.e. QuickTime videos).
- The final project components, including, but limited to, storyboard (8.5x11) and rendered video should be compressed in zip format and uploaded to a video/file sharing site (Dropbox, etc.)
 - It is recommended that you set the access level of your project to private.
- Submit the [Team Entry Form](#) including the URL to the project and [Release Form](#)(s) in one combined PDF document to: <http://www.bpa.org/submit>, no later than 11:59 pm Eastern Time, on April 1, 2016.
- **NOTE: Member ID will be required for all submissions.**
- Contestants will receive an automated response confirmation at the time of submission.

- Individual confirmation of receipt cannot be provided by the National Center.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to an incorrect e-mail address for submission or technical difficulties.
- Multiple submissions cannot be accepted.
- No changes can be made to the project after the date of submission.
- The contestant is responsible for securing a [Release Form](#) from any person whose image is used in the production.
- Two copies of the [Team Entry Form](#), including signatures, two copies of the storyboard, and one copy of all [Release Forms](#) must be presented at the time of the presentation at the NLC at both Preliminary and Final Competition.
- Teams may also bring one storyboard (not to exceed 22" x 28") for their use during the presentation.
- The team must utilize audio, text, video, graphics, and 3D animation.
- Use of transitions and continuity must exist in the production.
- All text/graphics materials must follow the organization's [Graphic Standards](#) and make proper use of the logo and/or organization's name. (Refer to the [Graphic Standards](#) in the *Style & Reference Manual*.)
- National Business Professionals of America grants permission for the use of the logo and/or organization's name.
- It is the policy of Business Professionals of America to comply with the Copyright Law of the United States of America, Title 17, Circular 92 which are available on the web www.copyright.gov/title17/circ92.pdf. Refer to the Copyright and Fair Use Guidelines in the *Style & Reference Manual*.
- **Teams will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.**

Topic

Recreate the Boston Tea Party. Examples could include, but are not required or limited to ships, people, water, crates, or docks.

Contestants who do not submit an entry following this topic will be disqualified.

Method of evaluation

Judge's Scoring Rubric

Length of event

No more than five (5) minutes for set-up/wrap-up

No more than ten (10) minutes for the presentation

No more than five (5) minutes for judges' questions

Finals may be included at state and national levels

Entries

Each state is allowed two (2) entries

Teams in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event judges before judging takes place.

Materials submitted for technical judging cannot be returned.

Computer Animation Team (S) (440)

Judge Number _____

Team Number _____

Technical Scoring Rubric

Team Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes (Disqualification)	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the disqualification below:		
Team followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Disqualification)

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Team submitted the correct information and in the correct format, <ul style="list-style-type: none"> Team Entry Form (must be keyed but does not have to be signed for pre-submission) AND Release Form(s) (must be keyed but do not have to be signed for pre-submission) in one combined .pdf document <i>All points or none are awarded by the technical judge.</i>				10	
Complexity/Craftsmanship					
Innovative use of technology/advanced techniques employed	1-5	6-10	11-15	16-20	
Animation is fluid, natural, and/or supports theme	1-5	6-10	11-15	16-20	
Attention to detail was evident in modeling technique	1-5	6-10	11-15	16-20	
Attention to detail was evident in animation techniques	1-5	6-10	11-15	16-20	
Camera angles, timing, transitions, and techniques support project goals and increase entertainment value	1-5	6-10	11-15	16-20	
Total Complexity/Craftsmanship (100 points maximum)					
Animation					
Squash and Stretch - Illusion of weight and volume is given to the animation as it moves (i.e. tennis ball compressing when hit)	1-5	6-10	11-15	16-20	
Anticipation - Movement prepares the audience for major actions the animation is about to perform	1-5	6-10	11-15	16-20	
Staging - Actions clearly communicate to the audience the attitude, mood, reaction or idea of the animation as it relates to the topic, providing continuity	1-5	6-10	11-15	16-20	
Slow-Out and Slow-In Techniques - used to simulate natural movements (i.e. fluid motion)	1-5	6-10	11-15	16-20	
Secondary Action(s) - used to add dimension to the animation	1-5	6-10	11-15	16-20	
Total Animation (100 points maximum)					

Technical Scoring Rubric (Continued)					
Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Composition					
Execution of Plan: Concept Art/Storyboard/Script/Goals established for animation	1-5	6-10	11-15	16-20	
Artistic Layout/Design Principles: Aesthetic, consistent use of colors and fonts and layout	1-5	6-10	11-15	16-20	
Clarity of Message: Message is attention-grabbing, compelling and/or entertaining Message has a beginning, middle, and an ending and was developed according to topic	1-5	6-10	11-15	16-20	
Entertainment Value: Animation is memorable, entertaining, and/or fulfills goals Media elements support and/or enhance message	1-5	6-10	11-15	16-20	
Grammar, Spelling, Punctuation, and Usage: Content without errors/No copyright violations	5 (3+ errors)	10 (2 errors)	15 (1 error)	20 (0 errors)	
Total Composition (100 points maximum)					
Creativity					
Animation is original Fresh ideas, innovative, unique	1-5	6-10	11-15	16-20	
Animation effectively fulfills project goals	1-5	6-10	11-15	16-20	
WOW factor! Animation exceeds expectations	1-5	6-10	11-15	16-20	
Animation is visually appealing, engaging, inspirational	1-5	6-10	11-15	16-20	
Animation is memorable and has “personality”	1-5	6-10	11-15	16-20	
Total Creativity (100 points maximum)					
TOTAL TECHNICAL POINTS (410 points maximum)					

Computer Animation Team (S) (440)

Judge Number _____

Team Number _____

Presentation Scoring Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Presentation					
Ability to explain the development and design process	1-5	6-10	11-15	16-20	
Ability to explain the use of innovative technology and techniques	1-5	6-10	11-15	16-20	
Ability to explain use and development of media elements or additional assets	1-5	6-10	11-15	16-20	
Explanation of roles of various team members	1-5	6-10	11-15	16-20	
Presentation quality/style	1-5	6-10	11-15	16-20	
TOTAL PRESENTATION POINTS (100 points maximum)					

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per team, not per judge.		Points Awarded
Set-up lasted no longer than five (5) minutes – 5 points Presentation lasted no longer than ten (10) minutes – 5 points	10	
Documentation submitted at time of presentation: Keyed and signed Team Entry Form (2 copies), Storyboard (2 copies), and Release Form (s) at time of presentation (1 copy) <i>Must have copies for preliminaries and finals</i>	10	
All registered team members participated in the presentation	10	
TOTAL SPECIFICATION POINTS (30 points maximum)		

TOTAL MAXIMUM POINTS = 540

PRESENTATION WILL BE STOPPED AT 10 MINUTES

Broadcast News Production Team (S) (445)

Description

Create a three-to-five (3-5) minute news broadcast, containing two (2) different segments (news stories). One will be an open topic of the team's choice. The second segment will discuss the impact of Business Professionals of America at the local, regional, or national level.

Eligibility

Any secondary student member may enter this team event. A team will consist of 2-4 members.

Team must supply

Visual display technology in the form of, but not limited to, a desktop/laptop/tablet with internal or external speakers, projector, TV or DVD player

Video projector (optional)

Props (optional)

Electrical power will be provided. Carry-in and set-up of equipment must be done solely by the team and must take place within the time allotted for orientation/warm-up.

Team must bring all supporting devices (e.g., extension cords, power supply, etc.).

For National Finals, team must supply a desktop/laptop for editing, camera(s), and tripod(s).

Optional items may include: lighting, microphone, and backdrops, etc.

No presentation will be performed at the National Level, judged on technical merit only.

Business Professionals of America assumes no responsibility for hardware/software provided by the team.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Apply knowledge of software, equipment, and skills related to broadcast production
- Develop a script for a news broadcast, within the specified time limits
- Demonstrate scripting techniques to present a clear story
- Perform nonlinear editing techniques utilizing various editing tools
- Demonstrate knowledge of introductions, segue, and outros
- Demonstrate proper use of titles, lower thirds, and visual effects
- Apply basic camera techniques
- Utilize research skills
- Demonstrate knowledge of lighting techniques
- Demonstrate knowledge of copyright laws
- Demonstrate teamwork skills needed to function in a broadcasting environment

Specifications

- This is a pre-submitted event. See instructions for submissions.
- No presentation will be performed for Finals at the National Level.
- Team has the option of being the talent themselves or having other students participate in the process. Professional and non-profit talent is not permitted. Talent refers to individuals who produce the broadcast. Therefore, only students are allowed to do any work involved in the actual production of the video. However, teams may interview professionals, experts, adults, etc. for various news

segments. Professional or non-student individuals who are being only interviewed are not considered talent.

- The team will develop a 3-5 minute broadcast news production consisting of
 - Broadcast Intro
 - Two (2) well-developed news stories (the news stories may be on the local, state, national or even international level)
 - Contestants must research actual events
 - Fictional news stories are not permitted
 - An outro music with credits
- The team will also develop a 15-20 second promo.
- The team may utilize audio, text, video, graphics, and animation.
- Continuity must exist in the news production.
- Completed projects must be uploaded to a video/file sharing site (Vimeo, YouTube, or Dropbox, etc.)
 - It is recommended that you set the access level of your project to private.
- Submit the [Team Entry Form](#) including the URL to the project and [Release Form](#)(s) in one combined PDF document to: <http://www.bpa.org/submit>, no later than 11:59 pm Eastern Time, on April 1, 2016.
- **NOTE: Member ID will be required for all submissions.**
- Contestants will receive an automated response confirmation at the time of submission. Individual confirmation of receipt cannot be provided by the National Center.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions will *not* be accepted.
- Contestants must be registered for national level competition prior to submission of materials. The contestant number must be included, as indicated.
- The [Team Entry Form](#), including signatures, and [Release Form](#)(s) must be presented at the time of the presentation at the NLC at the Preliminary Competition.

Topic

One news segment can be open-ended of the team's choosing. The other news segment must cover the impact of Business Professionals of America. This can be on a local, state, or national level.

Method of evaluation

Judge's Scoring Rubric

At Nationals, the top ten placing teams will report to the preparation room, at assigned times. The teams will be given 3 hours to plan the storyline and production phases of their video. Teams will each be provided a flash drive containing a graphics file, which must be included in the spot. The teams will then go out and film their production. After filming is complete, contestants will return to the contest room to edit and complete all production and post-production elements in their video. The video must be one (1) minute in length, rendered and exported into a .mov, .mp4, .avi, or .mpg format and submitted using the flash drive provided. Scoring from the preliminary round will *not* be included in the finals scoring. The finals will use a separate rubric. **Teams must obtain a signature for each person in this production. Teams will use the Broadcast News Production Team Final Release Form which will be provided during the finals orientation time.**

Length of event

No more than five (5) minutes for set-up

No more than ten (10) minutes for the presentation

No more than five (5) minutes for judges' questions

Finals may be included at state and national levels

Finals

Entries will be judged on technical merit only. (See rubric for details)

Entries

Each state is allowed two (2) entries

Teams in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event judges before judging takes place.

Materials submitted for technical judging *cannot* be returned.



Broadcast News Production Team (S) (445)

Judge Number _____

Team Number _____

Technical Scoring Rubric

Team Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes (Disqualification)	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the disqualification below:		
Team followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Disqualification)

Items to Evaluate					Points Awarded
Required Elements	Circle One		Award all or none		
Includes 2 news stories	Y / N		10		
Includes an introduction	Y / N		10		
Includes a segue [seg-way] between the news stories	Y / N		10		
Includes outro (music) with credits	Y / N		10		
Includes 15-20 second promo	Y / N		10		
Storyboard is provided	Y / N		10		
Total Required Elements (60 points maximum)					
Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Team submitted the correct information and in the correct format. <ul style="list-style-type: none">Team Entry Form (must be keyed but does not have to be signed for pre-submission) AND Release Form(s) (must be keyed but do not have to be signed for pre-submission) in one combined .pdf document <i>All points or none are awarded by the technical judge.</i>				10	
Content					
Originality of content	1–5	6–10	11–15	16-20	
Developed storyline	1–5	6–10	11–15	16-20	
Segue [seg-way] was used appropriately	1–5	6–10	11–15	16-20	
Effectiveness of production	1–5	6–10	11–15	16-20	
Total Content (80 points maximum)					
Quality					
Videos were in focus/steadiness	1–5	6–10	11–15	16-20	
Lighting quality	1–5	6–10	11–15	16-20	
Color quality	1–5	6–10	11–15	16-20	
Audio quality	1–5	6–10	11–15	16-20	
Total Quality (80 points maximum)					
TOTAL TECHNICAL POINTS (230 points maximum)					

Broadcast News Production Team (S) (445)

Judge Number _____

Team Number _____

Presentation Scoring Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Ability to explain the development and design process	1–5	6–10	11–15	16–20	
Ability to explain the use and the development of innovative technology	1–5	6–10	11–15	16–20	
Ability to explain the use and development of media elements (graphics, special effects, video, audio, etc.)	1–5	6–10	11–15	16–20	
TOTAL PRESENTATION POINTS (60 points maximum)					

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item, are awarded by the proctor per team, not per judge.		Points Awarded
Set-up lasted no longer than five (5) minutes – 5 points Presentation lasted no longer than ten (10) minutes – 5 points	10	
Documentation submitted at time of presentation: Keyed and signed Team Entry Form (1 copy and Release Form (s) (1 copy) at time of presentation <i>Must have copies for preliminaries and finals</i>	10	
All registered team members participated in the presentation	10	
TOTAL SPECIFICATION POINTS (30 points maximum)		

TOTAL MAXIMUM POINTS = 320

PRESENTATION WILL BE STOPPED AT 10 MINUTES

Broadcast News Production Team (S) (445)—NLC Finals Rubric

Technical Scoring Rubric – FINALS

Items to Evaluate					Points Awarded
Required Elements	Circle One		Award all or none		
Contains at least one (1) interview	Y / N		10		
Contains BPA provided graphics	Y / N		10		
Appropriate use of B-roll	Y / N		10		
Video is exactly 1-minute in length	Y / N		10		
Total Required Elements (40 points maximum)					
Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Content					
Originality of content (All video should be shot on-site)	1–5	6–10	11–15	16-20	
Developed storyline	1–5	6–10	11–15	16-20	
Effectiveness of production	1–5	6–10	11–15	16-20	
Appropriate usage of existing graphics/audio	1–5	6–10	11–15	16-20	
Total Content (80 points maximum)					
Quality					
Videos were in focus/steadiness	1–5	6–10	11–15	16-20	
Lighting quality	1–5	6–10	11–15	16-20	
Color quality	1–5	6–10	11–15	16-20	
Audio quality	1–5	6–10	11–15	16-20	
Total Quality (80 points maximum)					
TOTAL TECHNICAL POINTS (200 points maximum)					

TOTAL MAXIMUM POINTS = 200

MANAGEMENT, MARKETING, & COMMUNICATION EVENTS

[\(500\) Global Marketing Team \(S\)](#)
[\(505\) Entrepreneurship](#)
[\(510\) Small Business Management Team](#)
[\(515\) Interview Skills](#)
[\(520\) Advanced Interview Skills](#)
[\(525\) Extemporaneous Speech \(S\)](#)
[\(530\) Contemporary Issues \(PS\)](#)
[\(535\) Human Resource Management](#)
[\(540\) Ethics & Professionalism \(PS\)](#)
[\(545\) Prepared Speech](#)
[\(550\) Parliamentary Procedure Team \(S\)](#)
[\(555\) Presentation Management Individual](#)
[\(560\) Presentation Management Team](#)
[\(590\) Business Meeting Management Concepts – Open](#)
[\(591\) Management, Marketing and Human Resources Concepts – Open](#)
[\(592\) Parliamentary Procedure Concepts – Open](#)
[\(593\) Project Management Concepts – Open \(PS\)](#)

Global Marketing Team (S) (500)

Description

Develop a marketing plan, following the guidelines outlined in the [Style & Reference Manual](#), that details pricing strategies and promotional plans for a business.

The completed plan should include, but is not limited to, the following:

Title Page and Table of Contents	Marketing mix	Supporting documentation
Synopsis or mini-plan	Economic, social, legal, and	(research, charts, brochures, etc.)
Company goals	technological trends	Team Entry Form
Description of customers and their needs	Human resource requirements	
Description of pricing strategy	Marketing timeline	
Competition	Methods of measuring success	

Eligibility

Any student member may enter this event. A team will consist of 2-4 members. Contestants participating in national level competition must be registered for the event prior to submission deadline for technical judging.

Team must supply

Team may use a presentation device, projection equipment, product displays and props (product samples and promotional item), prepared posters, flip charts, easels or graphs in presentation.

Carry-in and set-up of equipment must be done solely by the teams and take place within the time allotted for orientation/warm-up.

Team must bring all supporting devices (e.g., extension cords, power supply, etc.).

No Internet access will be provided on-site at the NLC; however, contestants/teams may provide their own access to be used only for their presentation to the judges.

Business Professionals of America assumes no responsibility for hardware/software provided by the team. No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate knowledge and understanding of management and international business concepts
- Communicate research in a clear and concise manner both orally and in writing
- Demonstrate teamwork skills needed to function in a global marketing environment
- Demonstrate successful price selection methods
- Demonstrate effective persuasive and informative communication and presentation skills
- Develop a written marketing plan
- Identify customer base including consumer and organizational markets
- Identify customer relations or markets
- Illustrate fundamentals of consumer behavior in different cultures
- Explore and expand customer base including demographics
- Develop promotional mix

- Demonstrate successful price selection methods, including the reasoning and method(s) used in determining the price
- Identify and utilize internal and external resources

Specifications

- This is a pre-submitted event. See instructions for submissions.
- The team will develop a marketing plan and demonstrate oral communication skills.
- The marketing plan must not exceed ten (10) pages single-sided (excluding the title page, table of contents, supporting documentation and signed [Team Entry Form](#)) The marketing plan must follow the Marketing Plan format in the [Style & Reference Manual](#).
- Any marketing plan submitted beyond the maximum number of pages will be disqualified.
- The completed plan and [Team Entry Form](#) must be submitted to the National Center at <http://www.bpa.org/submit> in .pdf format no later than 11:59 pm Eastern Standard Time on April 1, 2016.
- Teams will receive an automated response confirmation at the time of submission.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Teams must be registered for national level competition prior to submission of materials. The chapter number must be included as indicated. Materials from non-registered teams and/or those missing a chapter number cannot be accepted.
- No changes can be made to the project after the date of submission.
- Two additional copies of the plan and a [Team Entry Form](#), including signatures, must be presented at the time of the presentation at the NLC at both Preliminary and Final Competition.
- All materials (props, displays, samples, gifts, etc.), other than the required submission, may *not* be left with judges.
- **Presentation will be stopped at ten (10) minutes to begin Judges' questions.**
- It is the policy of Business Professionals of America to comply with state and federal copyright laws, which are available on the Web at www.copyright.gov/title17/circ92.pdf. Use the Copyright and Fair Use Guidelines in the [Style & Reference Manual](#). **Contestant(s) will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.**

Topic

The National Hockey League (NHL) recently announced that they have received formal applications for expansion teams for Las Vegas and Quebec City to begin play in the 2017-2018 season. Your marketing team has been hired by Professional Business Associates Inc. (PBA) to locate a third location to propose for a new hockey team. They are looking to invest in a global sports team and need your expertise and research to make a sound investment. Your team is to determine a new domestic or global location that would be supported by your documentation. You will develop a marketing plan and will present to the PBA investors (judges) your proposal.

Things to consider but not limited to:

- | | |
|-------------------------------------|-------------------------------------|
| • Data supporting your new location | • Trends in hockey |
| • Name and new logo | • Human Resource Requirements |
| • Competition | • Marketing timeline |
| • Marketing mix | • Advertising campaign |
| • Pricing strategies | • Global presence and justification |

NOTE: All information including your name and logo have to be original and meet all copyright guidelines. Remember you are working for Professional Business Associates Inc., not the National Hockey League (NHL), so do *not* use the NHL logo on any of your designs.

Use the Marketing Plan format in the [Style & Reference Manual](#) and the rubric as your guide.

Teams who do not submit an entry that follows this topic will be disqualified.

Any marketing plan submitted beyond the maximum number of pages will be disqualified.

Method of evaluation

Technical Scoring Rubric

Presentation Scoring Rubric

Length of event

No more than ten (10) minutes set-up

No more than ten (10) minutes oral presentation

No more than five (5) minutes judges' questions

Finals may be included at state and national levels

Equipment provided

Projection surface at national competition only

Entries

Each state is allowed two (2) entries

Teams in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event judges before judging takes place.

Materials submitted for technical judging cannot be returned and will *not* be available at NLC.

Global Marketing Team (S) (500)

Judge Number _____

Team Number _____

Technical Scoring Rubric

Team Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes (Disqualification)	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the disqualification below:		
Team followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Disqualification)

Evaluation of written marketing plan	Below Average	Average	Good	Excellent	Points Awarded
Team submitted the correct information and in the correct format. <ul style="list-style-type: none">Team Entry Form - .pdf format (must be keyed but does not have to be signed for pre-submission)Marketing Plan - .pdf format <i>All points or none are awarded by the technical judge.</i>				10	
Synopsis or mini-plan for business	1-5	6-10	11-15	16-20	
Company goals	1-5	6-10	11-15	16-20	
Description of customer needs	1-5	6-10	11-15	16-20	
Description of pricing strategy	1-5	6-10	11-15	16-20	
Competition	1-5	6-10	11-15	16-20	
Marketing mix	1-5	6-10	11-15	16-20	
Economic, social, legal, technological trends	1-5	6-10	11-15	16-20	
Human resources requirements	1-5	6-10	11-15	16-20	
Marketing timeline	1-5	6-10	11-15	16-20	
Methods of measuring success	1-5	6-10	11-15	16-20	
Overall appearance, conciseness, and completeness	1-5	6-10	11-15	16-20	
TOTAL TECHNICAL POINTS (230 points maximum)					

**ANY MARKETING PLAN SUBMITTED BEYOND THE MAXIMUM
NUMBER OF PAGES (10) WILL BE DISQUALIFIED**

Global Marketing Team (S) (500)

Judge Number _____

Team Number _____

Presentation Scoring Rubric

Evaluation of oral presentation	Below Average	Average	Good	Excellent	Points Awarded
Opening and summary	1-5	6-10	11-15	16-20	
Content of presentation	1-5	6-10	11-15	16-20	
Effectiveness of presentation	1-5	6-10	11-15	16-20	
Contribution by all team members	1-5	6-10	11-15	16-20	
Quality of problem solution	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-5	6-10	11-15	16-20	
Supporting documentation	1-5	6-10	11-15	16-20	
TOTAL PRESENTATION POINTS (140 points maximum)					

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per team, not per judge		Points Awarded
Set-up lasted no longer than ten (10) minutes - 5 points Presentation lasted no longer than ten (10) minutes - 5 points	10	
Plan used the correct format for Title Page, Table of Contents, and Marketing Plan according to the Style & Reference Manual	10	
Documentation submitted at time of presentation: Keyed and signed Team Entry Form (1 copy) and Marketing Plan including Title Page and Table of Contents (2 copies) <i>Must have copies for preliminaries and finals</i>	10	
TOTAL SPECIFICATION POINTS (30 points maximum)		

TOTAL MAXIMUM POINTS = 400

PRESENTATION WILL BE STOPPED AT 10 MINUTES

Entrepreneurship (505)

Description

Develop an operating plan and organizational structure to initiate a small business. Competitors are to assume they are presenting their business plan to potential investors at a bank with the objective of securing financing for their business venture.

Eligibility

Any student member may enter this event. This business plan must reflect a new business, not an expansion of a current business or subsidiary business. If a contestant repeats this event, he/she may *not* submit any previously used business plan. Contestants participating in national level competition must be registered for the event prior to submission deadline for technical judging.

Contestant must supply

Contestant may use a computer, projection equipment, product displays and props (product samples and promotional items), prepared posters, flip charts, easel or graphs in their presentation.

Carry-in and set-up of equipment must be done solely by the contestants and take place within the allotted time.

No Internet access will be provided on-site at the NLC; however, contestants/teams may provide their own access to be used only for their presentation to the judges.

Contestant must bring all supporting devices (e.g., extension cords, power supply, etc.).

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate knowledge and understanding of entrepreneurship
- Communicate research in a clear and concise manner both orally and in writing
- Demonstrate effective persuasive and informative communication and presentation skills
- Identify and utilize internal and external resources
- Develop a written business plan for a start-up business
- Identify customer base including consumer and organizational markets and demographics
- Identify customer relations or markets
- Demonstrate successful price selection including the reasoning and methods used in determining the price
- Competitors will provide the reasoning and justification for the loan amount being requested to establish their business.
- In addition, an analysis of the necessary financial data required to establish their business

Specifications

- This is a pre-submitted event. See instructions for submissions.
- The contestant will develop a business plan for a start-up (not existing or expanded) business in his/her community or local area.
- Information in the business plan must be authentic; however, contestants may choose to use a fictitious address and telephone number.

- The contestant will demonstrate oral communication skills.
- Entries outlining the purchase of a franchise or existing business do not satisfy the topic and are subject to disqualification.
- The business plan must not exceed fifteen (15) pages, single-sided (excluding the Title page, Table of Contents, and supporting documentation) and must follow the Business Plan format in the [Style & Reference Manual](#).
- Any business plan submitted beyond the maximum number of pages will be disqualified.

The completed plan must include, but is not limited to, the following:

- | | |
|---|--|
| <ul style="list-style-type: none"> ○ Title Page and Table of Contents
(excluded from 15 page maximum) ○ Executive Summary ○ Description of proposed business ○ Objectives of the business ○ Proposed business strategies ○ Product(s) and/or service(s) to be provided ○ Management and ownership of the business ○ Marketing analysis | <ul style="list-style-type: none"> ○ Financial analysis ○ Supporting documentation (excluded from 15 page maximum) <ul style="list-style-type: none"> ○ Financial analysis (include requested loan amount, income statement, balance sheet, cash flow statement, and other analyses) ○ Supporting documents (research, charts, brochures, résumés, etc.) |
|---|--|
-
- An [Individual Entry Form](#) signed by the contestant and advisor
 - The completed plan **only** (do **not** submit supporting documentation as listed above) and [Individual Entry Form](#), as a PDF, must be submitted to the National Center at <http://www.bpa.org/submit> no later than 11:59 pm Eastern Standard Time on April 1, 2016.
 - Contestants will receive an automated response confirmation at the time of submission.
 - Individual confirmation of receipt cannot be provided by the National Center.
 - No fax or mailed copies will be accepted.
 - No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
 - Multiple submissions cannot be accepted.
 - The limit for file size is five (5) MB.
 - Contestants must be registered for national level competition prior to submission of materials. The contestant number must be included as indicated. Materials from non-registered contestants and/or those missing contestant numbers cannot be accepted.
 - No changes can be made to the project after the date of submission.
 - An additional copy of the plan and the [Individual Entry Form](#), including signatures, must be provided at the time of the presentation at the NLC at both Preliminary and Final Competition.
 - Contestant will present before a panel of judges and timekeeper. No audience will be allowed.
 - The length of set-up will be no more than five (5) minutes.
 - Set-up will be stopped at five (5) minutes to begin the presentation.
 - The length of the presentation will be no more than ten (10) minutes and followed by judges' questions.
 - Presentation will be stopped at ten (10) minutes.
 - No materials (props, displays, samples, gifts, etc.), other than the required submission, may be left with judges.
 - It is the policy of Business Professionals of America to comply with state and federal copyright laws, which are available on the Web at www.copyright.gov/title17/circ92.pdf. Use the Copyright and Fair Use Guidelines in the [Style & Reference Manual](#). **Contestant(s) will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.**

Method of evaluation

Technical Scoring Rubric

Presentation Scoring Rubric

Length of event

No more than five (5) minutes set-up

No more than ten (10) minutes oral presentation

No more than five (5) minutes judges' questions

Finals may be included at state and national levels

Equipment provided

Projection surface at national competition only

Entries

Each state is allowed three (3) entries

Contestants in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event judges before judging takes place.

Materials submitted for technical judging cannot be returned and will *not* be available at NLC.

Entrepreneurship (505)

Judge Number _____

Contestant Number _____

Technical Scoring Rubric

Contestant Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes (Disqualification)	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the disqualification below:		
Contestant followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Disqualification)

Written Business Plan Evaluation	Below Average	Average	Good	Excellent	Points Awarded
Contestant submitted the correct information and in the correct format. <ul style="list-style-type: none">Individual Entry Form - .pdf format (must be keyed but does not have to be signed for pre-submission)Business Plan - .pdf format <i>All points or none are awarded by the technical judge.</i>				10	
Executive summary for business	1-5	6-10	11-15	16-20	
Description of proposed business	1-5	6-10	11-15	16-20	
Objectives of business	1-5	6-10	11-15	16-20	
Proposed business strategies	1-5	6-10	11-15	16-20	
Product(s) and/or service(s) description	1-5	6-10	11-15	16-20	
Management and ownership of the business	1-5	6-10	11-15	16-20	
Marketing analysis	1-5	6-10	11-15	16-20	
Financial Analysis Included requested loan amount, income statement, balance sheet, cash flow statement, and other analyses	1-5	6-10	11-15	16-20	
Overall appearance, conciseness, and completeness	1-5	6-10	11-15	16-20	
TOTAL TECHNICAL POINTS (190 points maximum)					

**ANY BUSINESS PLAN SUBMITTED BEYOND THE MAXIMUM
NUMBER OF PAGES (15) WILL BE DISQUALIFIED**

Entrepreneurship (505)

Judge Number _____

Contestant Number _____

Presentation Scoring Rubric

Oral Presentation Evaluation	Below Average	Average	Good	Excellent	Points Awarded
Opening and summary	1-5	6-10	11-15	16-20	
Content of presentation	1-5	6-10	11-15	16-20	
Effectiveness of presentation	1-5	6-10	11-15	16-20	
Supporting documentation	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-5	6-10	11-15	16-20	
TOTAL PRESENTATION POINTS (100 points maximum)					

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, not per judge.		Points Awarded
Set-up lasted no longer than five (5) minutes - 5 points Presentation lasted no longer than ten (10) minutes - 5 points	10	
Plan used the correct format for Title Page, Table of Contents, and Business Plan according to the <i>Style & Reference Manual</i>	10	
Documentation submitted at time of presentation: Keyed and signed <i>Individual Entry Form</i> (1 copy) and Business Plan including Title Page and Table of Contents (1 copy) <i>Must have copies for preliminaries and finals</i>	10	
TOTAL SPECIFICATION POINTS (30 points maximum)		

TOTAL MAXIMUM POINTS = 320

PRESENTATION WILL BE STOPPED AT 10 MINUTES

Small Business Management Team (510)

Description

The team will use strategic planning and problem-solving skills to provide solutions to the business case study provided. At state and national level, teams will be presented with an additional element to the scenario that requires revision of their final presentation.

Eligibility

Any student member may enter this event. A team will consist of 2-4 members.

Team must supply

- Pencils or pens
- Computer (optional)
- Presentation device (optional)
- Projection equipment (optional)
- Product props (samples and promotional items) (optional)
- Prepared posters (optional)
- Graphs (optional)
- Easel (optional)
- Poster board and/or flipcharts and markers (optional)

Business Professionals of America assumes no responsibility for hardware/software provided by the team.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Analyze needs, prioritize, and delegate responsibilities needed to perform required tasks
- Demonstrate teamwork skills needed to function in a business setting
- Demonstrate self-esteem, self- and team-management, and integrity
- Demonstrate a working knowledge of business management concepts
- Apply critical thinking skills to make decisions and solve problems
- Demonstrate a working knowledge of entrepreneurial concepts
- Identify key issues
- Document assumptions as a foundation for recommendations
- Evaluate, prioritize, interpret, and communicate analysis of data
- Allocate time, money, materials, space, and staff
- Analyze short- and long-term financial impacts of recommendations
- Negotiate business solutions
- Develop and implement an action plan
- Perform a SWOT analysis
- Apply problem solving techniques
- Organize ideas and communicate orally in group presentation
- Apply understanding of managing equipment needs, merchandising, business ethics, personal image, market research, advertising, bankruptcy, legal issues, financial issues, expansion, international business, environmental issues, economic issues, and customer relations

Specifications

- It is the policy of Business Professionals of America to comply with state and federal copyright laws, which are available on the Web at www.copyright.gov/title17/circ92.pdf. Use the Copyright and Fair Use Guidelines in the *Style & Reference Manual*.
- **Contestant(s) will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.**
- All materials (props, displays, samples, gifts, etc.) other than the required submission, may *not* be left with judges.
- Team will present before a panel of judges and timekeeper. No audience will be allowed.
- [A Team Entry Form](#), including signatures, must be presented at the NLC at both the Preliminary and Final presentation.
- All team members must participate in order to be ranked.

Initial Case Study Topic:

Your team has been hired by William Winter, the CEO of Solutions International, LLC to develop a new business strategy for the corporation. During your meeting with Mr. Winter, he provided the past five years of sales and expense reports for you to review (**see Small Business Management Team Financial Data on Page 246**), along with a breakout of the corporate structure. SI, LLC, located in Scranton, Pennsylvania, opened in 2001 providing basic printing jobs for local businesses. Since that time, they have added a photography division (SI Photography) and consulting service (SI Solutions). While the initial launch of both divisions was slow to start, within the first 16 months of business, sales seemed to peak. Shortly thereafter, revenue for both divisions started a downward trend. There are some challenges that have been identified by Mr. Winter's executive team:

Internal Challenges:

- Limited printing equipment
- Lack of long-term employees
- Outdated information technology infrastructure

External Challenges:

- Lack of name recognition
- Increased competition due to ecommerce
- Centralized market opportunities

The three Divisions are as follows:

- SI Printing Services – offers a broad array of printing and designing services including: stationery, copies, business cards, etc. - anything that can be printed on paper (no matter the size).
- SI Photography – offers photography services for some specific areas: senior pictures, nature and business.
- SI Solutions – offers consulting services in the areas of business and financial operations.

As requested by Mr. Winter, review the financial history as provided and prepare a plan for him and his executive team. Mr. Winter has given you the following areas to consider as you prepare for your presentation:

1. How can SI, LLC attain additional customers outside of the current geographical area?
2. How can SI, LLC secure long-term staff to have a wide array of business knowledge and expertise?
3. What additional products and/or services could SI, LLC provide within each division?
4. What cost-savings measures could be put in place to help increase overall profitability?
5. Should SI, LLC attempt to compete head-to-head against its much larger competitor(s)?

A team will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.

Teams who do not submit an entry that follows this topic will be disqualified.

Business Professionals of America Workplace Skills Assessment Program

Material contained in this publication may be reproduced for member and/or event use only.

Method of evaluation

Judge's Scoring Rubric

Length of event

No more than five (5) minutes proctor orientation for state and national levels
No more than thirty (30) minutes preparation time for state and national levels
No more than five (5) minutes set-up in presentation room
No more than ten (10) minutes presentation time
No more than ten (10) minutes judges' questions
Finals may be required at state and national levels

Equipment/supplies provided

Case problem

Projection surface at national competition only

Preparation room

If desired, team may bring one (1) laptop/notebook computer, portable printer, projection equipment, software, and paper (must bring all or none) for use in the preparation room. Electrical power will be provided. Carry-in and set-up of equipment must be done solely by the team and must take place within the time allowed for orientation/warm-up.

Contest presentation

Team may use **one** laptop/notebook computer, projection equipment, posters, flip charts, or graphs for presentation. Those who want to use computer/projection equipment for presentation **must** provide their own equipment. Carry-in and set-up of equipment must be done solely by the team and take place within the time allotted.

Entries

Each state is allowed two (2) entries

Teams in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event judges before judging takes place.

Small Business Management Team (510)

Judge Number _____

Team Number _____

Presentation Scoring Rubric

Team Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes (Disqualification)	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the disqualification below:		
Team followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Disqualification)

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Oral presentation <i>Opening and summary</i>	1-5	6-10	11-15	16-20	
Organization of content <i>(Presentation flowed in a logical sequence)</i>	1-5	6-10	11-15	16-20	
Demonstrated knowledge of managerial and entrepreneurial concepts	1-5	6-10	11-15	16-20	
Implementation of plan	1-5	6-10	11-15	16-20	
Solution to problem	1-5	6-10	11-15	16-20	
Team addressed additional information that was given on-site	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-5	6-10	11-15	16-20	
TOTAL PRESENTATION POINTS (140 points maximum)					

Small Business Management Team (510)

Judge Number _____

Team Number _____

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per team, not per judge.	Possible Points	Points Awarded
Set-up lasted no longer than five (5) minutes – 5 points Presentation lasted no longer than ten (10) minutes – 5 points	10	
All registered team members in attendance for entire event	10	
Documentation submitted at time of presentation: Keyed and signed Team Entry Form (1 copy) <i>Must have copies for preliminaries and finals</i>	10	
TOTAL SPECIFICATION POINTS (30 points maximum)		

TOTAL MAXIMUM POINTS = 170

PRESENTATION WILL BE STOPPED AT 10 MINUTES

Interview Skills (515)

Description

Assess proficiency in job search and interview situations.

Eligibility

Contestant may *not* enter both Interview Skills and Advanced Interview Skills in the same year. This event may *not* be repeated. Contestants participating in national level competition must be registered for the event prior to submission deadline for technical judging.

Contestant must supply

One printed copy of their résumé and cover letter at both Preliminary and Final competition.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Apply technical writing skills to produce cover letter and résumé
- Demonstrate knowledge of employability search
- Apply research to determine qualifications for jobs
- Produce cover letter and résumé
- Complete job application form
- Demonstrate quality grooming through proper dress
- Describe knowledge of job advancement
- Demonstrate interpersonal skills

Specifications

- This is a pre-submitted event. See instructions for submissions.
- Contestant will indicate on his/her résumé the position for which he/she is applying. There are openings in all departments of Professional Business Associates shown on the Organizational Chart found in the *Style & Reference Manual*.
- Contestant may interview for any position listed on the organizational chart for which he/she is qualified.
- Information in the cover letter and résumé must be authentic; however, contestants may choose to use a fictitious personal address and telephone number. The use of references on the résumé is optional.
- The application must be submitted by 11:59 pm Eastern Standard Time on April 1, 2016, to the National Center at <http://www.bpa.org/submit>. The [Individual Entry Form](#), resume and cover letter must be uploaded as three separate PDF files at the time of application. Cover letters and resumes cannot be submitted by e-mail, fax or mail.
- Contestants must provide their contestant number (10-digit member number) at the time of application.
- Contestants may apply only once and must complete their application in a single attempt. The online system will time out after 45 minutes (**they cannot save their application mid-way, return to complete it later or apply with revised information after the original application is submitted**).
- Contestants must provide an e-mail address at the time of application in order to receive a confirmation e-mail after the application is submitted.

- Contestants must be registered for national level competition prior to submission of the application. Due to the nature of the pre-submitted materials, no late registrations/move-ups for Interview Skills can be accepted after April 1, 2016.
- Materials from non-registered contestants, those missing contestant number and/or projects received after the deadline cannot be accepted.
- No changes can be made after the date of submission.
- The application letter must be addressed as follows:
 Ms. Julie Smith, Manager
 Human Resources Department
 Professional Business Associates
 5454 Cleveland Avenue
 Columbus, OH 43231-4021
- When completing the application, put N/A in each section where a statement is not applicable.
- List all paid and non-paid work experiences on the application.
- One copy of the résumé may be used for reference by the contestant during the interview.
- Materials previously submitted to the website will *not* be available at the time of interview.
- An additional copy of the résumé, cover letter and [Individual Entry form](#), including signatures, must be presented at the time of the interview at the NLC at both Preliminary and Final Competition.
- No other materials will be allowed (i.e., business cards, thank you notes, etc.) during the remainder of the Interview Skills contest.

Method of evaluation

Technical Scoring Rubric

Interview Scoring Rubric

Length of event

No more than 15 minutes for interview

Finals may be included at state and national levels

Entries

Each state is allowed three (3) entries

Contestants in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event judges before judging takes place.

Materials submitted for technical judging cannot be returned and will *not* be available at NLC.

Interview Skills (515)

Judge Number _____

Contestant Number _____

Technical Scoring Rubric

Contestant Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes (Disqualification)	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the disqualification below:		

	Below Average	Average	Good	Excellent	Points Awarded
Contestant submitted the correct information and in the correct format. <ul style="list-style-type: none">Individual Entry Form - .pdf format (must be keyed but does not have to be signed for pre-submission)Cover Letter - .pdf formatResume - .pdf formatApplication – must complete online application <i>All points or none are awarded by the technical judge.</i>				10	
Cover Letter (Does not need to follow the Style and Reference Manual , but should be business letter format)					
Introduction and addressed correctly	1-5	6-10	11-15	16-20	
Skills relevant to position	1-5	6-10	11-15	16-20	
Closing	1-5	6-10	11-15	16-20	
Correct grammar and spelling	1-5	6-10	11-15	16-20	
Résumé					
Position applying for listed	1-5	6-10	11-15	16-20	
Layout	1-5	6-10	11-15	16-20	
Chronological order of work history (all paid and unpaid work experiences)	1-5	6-10	11-15	16-20	
Correct grammar and spelling	1-5	6-10	11-15	16-20	
Application Form					
Completeness	1-5	6-10	11-15	16-20	
Correct grammar and spelling	1-5	6-10	11-15	16-20	
Followed directions	1-5	6-10	11-15	16-20	
TOTAL TECHNICAL POINTS (230 points maximum)					

Interview Skills (515)

Judge Number _____

Contestant Number _____

Interview Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded
Applicant's Greeting: Proper introduction Positive first impression	1-5	6-10	11-15	16-20	
Applicant's Appearance: Neat, well groomed, and appropriately attired	1-5	6-10	11-15	16-20	
Personality and Poise: Positive, courteous, sincere, and confident Good posture, gestures, and eye contact	1-5	6-10	11-15	16-20	
Communication Skills: Proper grammar Good pronunciation and enunciation Pleasant voice and tone	1-5	6-10	11-15	16-20	
Responses: Responded with appropriate answers Showed knowledge of potential position Indicated knowledge of company Volunteered information Demonstrated initiative and enthusiasm Asked appropriate questions	1-5 1-5 1-5 1-5 1-5 1-5	6-10 6-10 6-10 6-10 6-10 6-10	11-15 11-15 11-15 11-15 11-15 11-15	16-20 16-20 16-20 16-20 16-20 16-20	
Showed evidence of the following skills: Required job skills Good work habits Problem-solving abilities	1-5	6-10	11-15	16-20	
Close of Interview: Expressed a thank you Concluded interview effectively	1-5	6-10	11-15	16-20	
TOTAL INTERVIEW POINTS (240 points maximum)					

Interview Skills (515)

Judge Number _____

Contestant Number _____

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, not per judge.		Points Awarded
Documentation submitted at time of presentation: Keyed and signed Individual Entry Form (1 copy), Cover Letter (1 copy) and Resume (1 copy) <i>Must have copies for preliminaries and finals</i>	10	
TOTAL SPECIFICATION POINTS (10 points maximum)		

TOTAL MAXIMUM POINTS = 480

Advanced Interview Skills (520)

Description

Assess advanced proficiency in job search, interview situations, and portfolio development.

Eligibility

Contestant may *not* enter both Interview Skills and Advanced Interview Skills in the same year.

Advanced Interview Skills may be repeated. Contestants participating in national level competition must be registered for the event prior to submission deadline for technical judging.

Contestant must supply

One copy of résumé and cover letter for both Preliminary and Final judges.

One copy of portfolio.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate interpersonal skills
- Demonstrate knowledge of employability search
- Apply technical writing skills to produce cover letter and résumé
- Demonstrate effective communication skills
- Create and effectively use an employment portfolio
- Apply research to determine qualifications for jobs
- Complete job application form
- Demonstrate quality grooming through proper dress
- Discuss understanding of work ethics and work environments
- Describe knowledge of job advancement
- Apply research to determine qualifications for jobs

Specifications

- This is a pre-submitted event. See instructions for submissions.
- Contestant will indicate on his/her résumé the position for which he/she is applying. There are openings in all departments of Professional Business Associates shown on the Organizational Chart found in the *Style & Reference Manual*.
- Contestant may interview for any position listed on the organizational chart for which he/she is qualified.
- Information in the cover letter and résumé must be authentic; however, contestants may choose to use a fictitious personal address and telephone number. The use of references on the résumé is optional.
- The application must be submitted by 11:59 pm Eastern Standard Time on April 1, 2016, to the National Center at <http://www.bpa.org/submit>. The [Individual Entry Form](#), resume and cover letter must be uploaded as three separate PDF files at the time of application. Cover letters and resumes cannot be submitted by e-mail, fax or mail.
- Contestants must provide their contestant number (10-digit member number) at the time of application.

- Contestants may apply only once and must complete their application in a single attempt (**they cannot save their application mid-way, return to complete it later or apply with revised information after the original application is submitted**).
- Contestants must provide an e-mail address at the time of application in order to receive a confirmation e-mail after the application is submitted.
- Contestants must be registered for national level competition prior to submission of the application. Due to the nature of the pre-submitted materials, no late registrations/move-ups for Advanced Interview Skills can be accepted after April 1, 2016.
- Materials from non-registered contestants, those missing contestant number and/or projects received after the deadline cannot be accepted.
- No changes can be made after the date of submission.
- The application letter must be addressed as follows:
 Ms. Julie Smith, Manager
 Human Resources Department
 Professional Business Associates
 5454 Cleveland Avenue
 Columbus, OH 43231-4021
- When completing the application, put N/A in each section where a statement is not applicable.
- List all paid and non-paid work experiences on the application.
- The portfolio may be up to 20 pages that are displayed back and front in 10 plastic sheet protectors. Only paper documentation that is pertinent to this position and fits in an 8 ½" x 11" sheet protector may be used.
- No electronic portfolios will be accepted.
- Portfolio will *not* be submitted; the contestant will take the portfolio into the interview to be used to demonstrate job competence. **Portfolios must not be left with judges.**
- One copy of the résumé may be used for reference by the contestant during the interview.
- Materials previously submitted to the website will *not* be available at the time of interview.
- An additional copy of the résumé, cover letter and [Individual Entry Form](#), including signatures, must be presented at the time of the interview at the NLC at both Preliminary and Final Competition.
- No other materials will be allowed (i.e., business cards, thank-you notes, etc.) during the remainder of the Advanced Interview Skills contest.

Method of evaluation

Technical Scoring Rubric

Interview Scoring Rubric

Length of event

No more than 15 minutes for interview

Finals may be required at state and national levels

Entries

Each state is allowed three (3) entries

Contestants in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event judges before judging takes place.

Materials submitted for technical judging cannot be returned and will *not* be available at NLC.

Advanced Interview Skills (520)

Judge Number _____

Contestant Number _____

Technical Scoring Rubric

Contestant Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes (Disqualification)	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the disqualification below:		

	Below Average	Average	Good	Excellent	Points Awarded
Contestant submitted the correct information and in the correct format. <ul style="list-style-type: none">Individual Entry Form - .pdf form (must be keyed but does not have to be signed for pre-submission)Cover Letter - .pdf formatResume - .pdf formatApplication – must complete online application <i>All points or none are awarded by the technical judge.</i>				10	
Cover Letter (Does not need to follow the Style & Reference Manual, but should be business letter format)					
Introduction and addressed correctly	1-5	6-10	11-15	16-20	
Skills relevant to position	1-5	6-10	11-15	16-20	
Closing	1-5	6-10	11-15	16-20	
Correct grammar and spelling	1-5	6-10	11-15	16-20	
Resume					
Position applying for listed	1-5	6-10	11-15	16-20	
Layout	1-5	6-10	11-15	16-20	
Chronological order of work history (all paid and unpaid work experiences)	1-5	6-10	11-15	16-20	
Correct grammar and spelling	1-5	6-10	11-15	16-20	
Application Form					
Completeness	1-5	6-10	11-15	16-20	
Correct grammar and spelling	1-5	6-10	11-15	16-20	
Followed directions	1-5	6-10	11-15	16-20	
TOTAL TECHNICAL POINTS (230 points maximum)					

Advanced Interview Skills (520)

Judge Number _____

Contestant Number _____

Interview Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded
Applicant's Greeting: Proper introduction Positive first impression	1-5	6-10	11-15	16-20	
Applicant's Appearance: Neat, well groomed and appropriately attired	1-5	6-10	11-15	16-20	
Personality and Poise: Positive, courteous, sincere, and confident Good posture, gestures, and eye contact	1-5	6-10	11-15	16-20	
Communication Skills: Proper grammar Good pronunciation and enunciation Pleasant voice and tone	1-5	6-10	11-15	16-20	
Responses: Responded with appropriate answers Showed knowledge of potential position Indicated knowledge of company Volunteered information Demonstrated initiative and enthusiasm Asked appropriate questions	1-5 1-5 1-5 1-5 1-5 1-5	6-10 6-10 6-10 6-10 6-10 6-10	11-15 11-15 11-15 11-15 11-15 11-15	16-20 16-20 16-20 16-20 16-20 16-20	
Showed evidence of the following skills: Required job skills Good work habits Problem-solving abilities	1-5	6-10	11-15	16-20	
Portfolio: No more than 20 pages in 10 plastic sheet protectors in ½" 3-ring binder Information included relates to position Presentation demonstrates job competence Effective use of portfolio	1-5	6-10	11-15	16-20	
Close of Interview: Expressed a thank you Concluded interview effectively	1-5	6-10	11-15	16-20	
TOTAL INTERVIEW POINTS (260 points maximum)					

Advanced Interview Skills (520)

Judge Number _____

Contestant Number _____

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, not per judge.		Points Awarded
Documentation submitted at time of presentation: Keyed and signed Individual Entry Form (1 copy), Cover Letter (1 copy) and Resume (1 copy) <i>Must have copies for preliminaries and finals</i>	10	
TOTAL SPECIFICATION POINTS (10 points maximum)		

TOTAL MAXIMUM POINTS = 500

Extemporaneous Speech (S) (525)

Description

Demonstrate communication skills in arranging, organizing, and effectively presenting information orally without prior knowledge of the topic.

Eligibility

The event may be repeated. Contestant may *not* enter both Extemporaneous Speech and Human Resource Management in the same year.

Contestant must supply

Pencils or pens

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate effective communication skills
- Demonstrate skills in developing a speech using the three basic elements (introduction, body, conclusion)
- Apply speaking techniques using appropriate tempo and pitch
- Utilize nonverbal gestures as needed

Specifications

- The contestant will draw two (2) different business topics and will select either one. The topics may deal with Business Professionals of America, office situations, the business world, etc.
- The contestant will be provided ten (10) minutes to develop the topic. Notes will be made on the note cards provided by the event proctor. No advisor contact will be allowed between the time of receiving the topic and the delivery.
- No materials or previously prepared notes will be allowed into the preparation or presentation room with the contestant.
- The length of the speech will be no less than two (2) minutes and no more than four (4) minutes.
- The contestant will be given warnings via flash cards when there are two (2) minutes remaining and when there is one (1) minute remaining during the speaking time.
- **The speech will be stopped at four (4) minutes.**
- The contestant will speak before a panel of judges and a timekeeper. No audience will be allowed.

Method of evaluation

Judge's Scoring Rubric

Length of event

No more than ten (10) minutes preparation

No less than two (2) and no more than four (4) minutes oral presentation

No time is allotted for judges' questions

Finals may be included at state and national levels

Equipment/Supplies provided

Three (3) note cards for preparation of presentation

Entries

Each state is allowed three (3) entries

Contestants in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event judges before judging takes place.

Extemporaneous Speech (S) (525)

Judge Number _____

Contestant Number _____

Presentation Scoring Rubric

Evaluation of Speech	Below Average	Average	Good	Excellent	Points Awarded
Introduction	1–5	6–10	11–15	16–20	
Voice: Pitch, tempo, volume, enthusiasm	1–5	6–10	11–15	16–20	
Platform Deportment: Gestures, poise, eye contact, mannerisms, appearance	1–5	6–10	11–15	16–20	
Organization: Logical, clearly understood, suitable to topic, coherent	1–5	6–10	11–15	16–20	
Mechanics: Diction, grammar, word pictures, pronunciation	1–5	6–10	11–15	16–20	
Closing: Summary and conclusion	1–5	6–10	11–15	16–20	
Effectiveness: Was purpose achieved? (to decide, to impress, to inform, to persuade)	1–5	6–10	11–15	16–20	
TOTAL PRESENTATION POINTS (140 points maximum)					

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, not per judge.		Points Awarded
Presentation lasted no less than two (2) and no more than four (4) minutes	10	
Did not use any materials other than those specified for the event	10	
TOTAL SPECIFICATION POINTS (20 points maximum)		

TOTAL MAXIMUM POINTS = 160

SPEECH WILL BE STOPPED AT 4 MINUTES

Contemporary Issues (PS) (530)

Description

Demonstrate communication skills in arranging, organizing, and effectively presenting information orally without prior knowledge of the topic.

Eligibility

The event may be repeated. Contestant may *not* enter both Contemporary Issues and Human Resource Management in the same year.

Contestant must supply

Pencils or pens

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate effective communication skills
- Demonstrate skills in developing a speech using the three basic elements (introduction, body, conclusion)
- Apply speaking techniques using appropriate tempo and pitch
- Utilize nonverbal gestures as needed

Specifications

- The contestant will draw two (2) different business topics and will select either one. The topics may deal with Business Professionals of America, office situations, the business world, etc.
- The contestant will be provided ten (10) minutes to develop the topic. Notes will be made on the note cards provided by the event proctor. No advisor contact will be allowed between the time of receiving the topic and the delivery.
- No materials or previously prepared notes will be allowed into the preparation or presentation room with the contestant.
- The length of the speech will be no less than three (3) minutes and no more than five (5) minutes.
- The contestant will be given warnings via flash cards when there are two (2) minutes remaining and when there is (1) minute remaining during the speaking time.
- **The speech will be stopped at five (5) minutes.**
- The contestant will speak before a panel of judges and a timekeeper. No audience will be allowed.

Method of evaluation

Judge's Scoring Rubric

Length of event

No more than ten (10) minutes preparation

No less than three (3) and no more than five (5) minutes oral presentation

No time is allotted for judges' questions

Finals may be included at state and national levels

Equipment/supplies provided

Three note cards for preparation of presentation

Entries

Each state is allowed three (3) entries

Contestants in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event judges before judging takes place.

Contemporary Issues (PS) (530)

Judge Number _____

Contestant Number _____

Presentation Scoring Rubric

Evaluation of Speech	Below Average	Average	Good	Excellent	Points Awarded
Introduction	1–5	6–10	11–15	16–20	
Voice: Pitch, tempo, volume, enthusiasm	1–5	6–10	11–15	16–20	
Platform Deportment: Gestures, poise, eye contact, mannerisms, appearance	1–5	6–10	11–15	16–20	
Organization: Logical, clearly understood, suitable to topic, coherent	1–5	6–10	11–15	16–20	
Mechanics: Diction, grammar, word pictures, pronunciation	1–5	6–10	11–15	16–20	
Closing: Summary and conclusion	1–5	6–10	11–15	16–20	
Effectiveness: Was purpose achieved? (to decide, to impress, to inform, to persuade)	1–5	6–10	11–15	16–20	
TOTAL PRESENTATION POINTS (140 points maximum)					

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, not per judge.		Points Awarded
Presentation lasted no less than three (3) and no more than five (5) minutes	10	
Did not use any materials other than those specified for the event	10	
TOTAL SPECIFICATION POINTS (20 points maximum)		

TOTAL MAXIMUM POINTS = 160

SPEECH WILL BE STOPPED AT 5 MINUTES

Human Resource Management (535)

Description

Assess interpretation of personnel policies and knowledge of human resource management.

Eligibility

Contestant may *not* enter Human Resource Management, Extemporaneous Speech, and/or Contemporary Issues in the same year.

Contestant must supply

[Human Resources Manual](#)—The HR Manual is a **guideline** and should be used as the ultimate authority when the manual contains specific related information.

Pencils/Pens

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate effective communication skills
- Demonstrate skills in developing a speech using the three basic elements (introduction, body, conclusion)
- Apply speaking techniques using appropriate tempo and pitch
- Utilize nonverbal gestures as needed
- Model behaviors that demonstrate support for the organization's mission and ensure quality service in order to provide quality human services to clients
- Describe, assess, and demonstrate rules and laws which should be followed in a human services setting to promote occupational safety and health
- Model ethical and legal conduct while working in the human services industry
- Demonstrate actions that comply with legal requirements for personal liability to guide personal conduct in the human services setting
- Describe and apply technical knowledge and skills required in the human services area
- Select and employ available human resources to accomplish team objectives in the human services setting

Specifications

- The contestant will be given a human resource management scenario. The scenario may deal with office situations, workplace issues, legal matters, etc.
- The contestant will be provided 20 minutes to develop the presentation. Notes will be made on the note cards provided by the event proctor. No advisor contact will be allowed between the time of receiving the topic and the delivery of the presentation.
- Only the [Human Resources Manual](#), along with three (3) note cards for note taking, may be used in the preparation room.
- ONLY the note cards may be used in the presentation room. The [Human Resources Manual](#) may *not* be used during the presentation.
- The contestant will speak before a panel of judges and a timekeeper.
- The contestant will be given warnings via flash cards when there are two (2) minutes remaining and when there is one (1) minute remaining during the speaking time.
- **The presentation will be stopped at five (5) minutes.**

Business Professionals of America Workplace Skills Assessment Program

Material contained in this publication may be reproduced for member and/or event use only.

Method of evaluation

Judge's Scoring Rubric

Length of event

No more than twenty (20) minutes preparation time

No less than three (3) and no more than five (5) minutes for oral presentation

No more than three (3) minutes judges' questions

Finals may be included at state and national levels

Equipment/supplies provided

Case scenario

Three (3) note cards

Entries

Each state is allowed three (3) entries

Contestants are encouraged to bring the [Human Resources Manual](#) with them for reference in the preparation room.

Contestants are expected to familiarize themselves with the manual prior to competition. It is permissible to write notes in the manual prior to preparation time.

Contestants in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event judges before judging takes place.

Human Resource Management (535)

Judge Number _____

Contestant Number _____

Presentation Scoring Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Opening Introduction of case study	1–5	6–10	11–15	16–20	
Effectiveness of presentation Purpose achieved, logically organized, clearly understood	1–5	6–10	11–15	16–20	
Mechanics Diction, grammar, pronunciation, gestures, poise, eye contact	1–5	6–10	11–15	16–20	
Closing Summary and conclusion	1–5	6–10	11–15	16–20	
Solution to case study Quality of solution Development of subject matter Depth of research	1–5	6–10	11–15	16–20	
Problem solving skills	1–5	6–10	11–15	16–20	
Response to Judges' questions	1–5	6–10	11–15	16–20	
TOTAL PRESENTATION POINTS (140 points maximum)					

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, not per judge.		Points Awarded
Presentation lasted no less than three (3) and no more than five (5) minutes.	10	
Did not use any materials other than those specified for the event.	10	
TOTAL SPECIFICATION POINTS (20 points maximum)		

TOTAL MAXIMUM POINTS = 160

PRESENTATION WILL BE STOPPED AT 5 MINUTES

Business Professionals of America Workplace Skills Assessment Program

Material contained in this publication may be reproduced for member and/or event use only.

Ethics & Professionalism (PS) (540)

Description

Explore the application of ethical frameworks to various aspects used in business today.

Eligibility

Any post-secondary student member may enter this contest.

Contestant must supply

Pencils/Pens

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.
No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate effective communication skills
- Demonstrate skills in developing a speech using the three basic elements (introduction, body, conclusion)
- Apply speaking techniques using appropriate tempo and pitch
- Utilize nonverbal gestures as needed

Specifications

- The contestant will be given a scenario dealing with ethics or professionalism. Please refer to the [Ethics & Professionalism Resources Manual](#) as a guide when preparing for the event.
- The contestant will be provided 20 minutes to develop the presentation. Notes will be made on the note cards provided by the event proctor. No advisor contact will be allowed between the time of receiving the topic and the delivery.
- The contestant will speak before a panel of judges and a timekeeper.
- The contestant will be given warnings via flash cards when there are two (2) minutes remaining and when there is one (1) minute remaining during the speaking time.
- **The presentation will be stopped at seven (7) minutes.**

Method of evaluation

Judge's Scoring Rubric

Length of event

No more than twenty (20) minutes preparation time

No less than five (5) and no more than seven (7) minutes for oral presentation

No more than three (3) minutes judges' questions

Finals may be included at state and national levels

Equipment/supplies provided

Case scenario

Three note cards

Entries

Each state is allowed three (3) entries

Contestants are expected to familiarize themselves with the manual prior to competition.

Contestants in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event judges before judging takes place.



Nysewander, Geans & Stucky

A CPA and Financial Planning Firm

Ethics & Professionalism (PS) (540)

Judge Number _____

Contestant Number _____

Presentation Scoring Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Opening Introduction of case study	1–5	6–10	11–15	16–20	
Effectiveness of presentation Purpose achieved, logically organized, clearly understood	1–5	6–10	11–15	16–20	
Mechanics Diction, grammar, pronunciation, gestures, poise, eye contact	1–5	6–10	11–15	16–20	
Closing Summary and conclusion	1–5	6–10	11–15	16–20	
Solution to case study Quality of solution Development of subject matter Depth of research	1–5	6–10	11–15	16–20	
Problem solving skills	1–5	6–10	11–15	16–20	
Response to judges' questions	1–5	6–10	11–15	16–20	
TOTAL PRESENTATION POINTS (140 points maximum)					

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, not per judge.		Points Awarded
Presentation lasted no less than five (5) and no more than seven (7) minutes	10	
Did not use any materials other than those specified for the event.	10	
TOTAL SPECIFICATION POINTS (20 points maximum)		

TOTAL MAXIMUM POINTS = 160

PRESENTATION WILL BE STOPPED AT 7 MINUTES

Business Professionals of America Workplace Skills Assessment Program

Material contained in this publication may be reproduced for member and/or event use only.

Prepared Speech (545)

Description

Demonstrate communication skills in securing, arranging, organizing, and presenting information orally.

Eligibility

The event may be repeated, but the topic may *not*. A contestant may *not* participate in Prepared Speech AND either Presentation Management—Individual OR Team in the same year.

Contestant must supply

Easel (optional)

Props (optional)

Two (2) word-processed copies of the Speech Outline, Works Cited, and [Individual Entry Form](#) signed by the contestant and advisor must be submitted for both Preliminary and Final competition

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.
No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate effective communication skills
- Demonstrate skills in developing a speech using the three basic elements (introduction, body, conclusion)
- Utilize nonverbal gestures as needed
- Apply speaking techniques using appropriate tempo and pitch
- Secure facts and data from multiple sources, emphasizing research skills

Specifications

- Each contestant is to select a topic related to business, entrepreneurship, or Business Professionals of America, and develop an oral presentation of no less than five (5) and no more than seven (7) minutes.
- The length of set-up will be no more than one (1) minute.
- Set-up will be **stopped at one (1) minute** to begin the speech.
- **The speech will be stopped at seven (7) minutes.**
- Facts and working data may be secured from any source. This event emphasizes a scholarly approach to securing information and places emphasis on content and research. Each contestant's speech, however, must be the result of his/her own efforts.
- Contestant must provide
 - Prior to speaking two (2) word-processed copies of the Speech Outline, Works Cited, and one copy of the [Individual Entry Form](#), including signatures, signed by the contestant and advisor must be submitted.
 - An additional two (2) copies of the Speech Outline, Works Cited, and one copy of the [Individual Entry Form](#), including signatures, signed by the contestant and advisor must be submitted at Final Competition.
 - All copies should be on 8½" x 11" plain, white non-glossy paper. Copies of the required materials should be collated and stapled as separate sets. No binders will be accepted.

- It is the policy of Business Professionals of America to comply with state and federal copyright laws, which are available on the Web at www.copyright.gov/title17/circ92.pdf. Use the Copyright and Fair Use Guidelines in the *Style & Reference Manual*. **Contestant(s) will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.**
- The contestant will speak before a panel of judges and a timekeeper. No audience will be allowed. No time warnings will be given.
- The contestant may use notes or note cards. A flip chart, posters, and/or props may be used.
- All materials (props, displays, samples, gifts, etc.), other than the required submission, may *not* be left with judges.
- No electric/electronic equipment may be used.
- A topic may *not* be repeated.

Method of evaluation

Judge's Scoring Rubric

Length of event:

No more than one (1) minute set-up

No less than five (5) and no more than seven (7) minutes for oral presentation

No time is allotted for judges' questions

Finals may be included at state and national levels

Entries

Each state is allowed three (3) entries

Contestants in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event judges before judging takes place.

Materials submitted for competition will *not* be returned.

Prepared Speech (545)

Judge Number _____

Contestant Number _____

Presentation Scoring Rubric

Contestant Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes (Disqualification)	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the disqualification below:		

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Introduction	1–5	6–10	11–15	16–20	
Voice: Pitch, tempo, volume, enthusiasm	1–5	6–10	11–15	16–20	
Platform Deportment: Gestures, poise, eye contact, mannerisms, appearance	1–5	6–10	11–15	16–20	
Organization: Logical, clearly understood, suitable to topic, coherent	1–5	6–10	11–15	16–20	
Content: Development of subject matter, depth of research	1–5	6–10	11–15	16–20	
Mechanics: Diction, grammar, pronunciation	1–5	6–10	11–15	16–20	
Closing: Summary and conclusion	1–5	6–10	11–15	16–20	
Effectiveness: Was purpose achieved? (to make decision, to impress, to inform, to persuade)	1–5	6–10	11–15	16–20	
TOTAL PRESENTATION POINTS (160 points maximum)					

Prepared Speech (545)

Judge Number _____

Contestant Number _____

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, not per judge.		Points Awarded
Set-up lasted no more than one (1) minute – 5 points Presentation was no less than five (5) minutes and lasted no more than seven (7) minutes – 5 points	10	
Documentation submitted at time of presentation: Keyed and signed Individual Entry Form (1 copy), Work Cited (2 copies), and Speech Outline (2 copies). <i>Must have copies for preliminaries and finals</i>	10	
Speech Outline and Works Cited were formatted according to the Style & Reference Manual .	10	
TOTAL SPECIFICATION POINTS (30 points maximum)		

TOTAL MAXIMUM POINTS = 190

SPEECH WILL BE STOPPED AT 7 MINUTES

Parliamentary Procedure Team (S) (550)

Description

Demonstrate the use of correct parliamentary procedure through a chairperson's ability to conduct a business meeting in a democratic manner that allows the members of the team to effectively participate. Examine the team's knowledge of parliamentary procedure through oral questions and the objective test.

Eligibility

Any secondary contestant may enter this team event. A team consists of 4-8 members.

Team must supply

Robert's Rules of Order Newly Revised (current edition)

Pen or pencil for secretary's minutes

Gavel

Hard copy published and/or unpublished reference materials in the **preparation room only**

Open & Closing A Meeting scripts in the preparation room only

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate understanding of parliamentary procedure
- Apply understanding of a democratic process of making a decision
- Apply effective practices for conducting a business meeting
- Demonstrate understanding of time management
- Evaluate and delegate responsibilities needed to perform required tasks
- Demonstrate teamwork skills needed to function in a business setting
- Demonstrate effective communication and presentation skills
- Demonstrate ability to process specified motions

Specifications

- Each team will be given a test/agenda containing three (3) subjects related to Business Professionals of America; each subject is to be used to demonstrate one or more abilities in parliamentary procedure. This becomes the order of new business for each team.
- Each team will be allowed a preparation period of fifteen (15) minutes immediately preceding its appearance for the event. Only team members will be allowed in the preparation room. No advisor contact from time of preparation to completion of presentation is allowed. A blank 3" x 5" index card will be provided for each team member.
- The team will be expected to conduct the meeting according to correct parliamentary procedure beginning with the opening ceremony.
- Suggested Procedure – officers should be seated at the head table; the Secretary should be seated to the right of the Chairperson and parliamentarian to the left.
- After the opening ceremony, the chairperson must acknowledge a quorum and then ask for general consent to dispense with the reading of minutes, officer reports, and committee reports; the secretary will read the first item of new business from the test/agenda. Proceed directly with the skills asked to demonstrate and conclude with the official closing ceremony.

Business Professionals of America Workplace Skills Assessment Program

Material contained in this publication may be reproduced for member and/or event use only.

- The secretary will record the proceedings of the meeting in English, long hand, on a blank sheet of paper, and submit his/her handwritten notes to the judges immediately after the presentation.
- The secretary will be permitted to take the contest agenda into the presentation room. This is to be submitted with the Secretary's notes. Secretary's Notes will be verified for content only.
- Each team will be limited to a maximum of fifteen (15) minutes for parliamentary demonstration. A warning card will be shown five (5) minutes before the maximum time and one (1) minute before the maximum time.
- The parliamentary presentation will be **stopped** at fifteen (15) minutes.
- Up to five (5) minutes will be allowed each team for questions by the judges. These questions will be directed to the chairperson for any team member to answer. Questions from the judges will have reference to the abilities demonstrated during the event.
- All team members must take an objective parliamentary procedure test. The average score of the team members will be added to the team score.
- Contestants may choose their own attire in accordance with the BPA Dress Code. Uniforms are not required.
- *Robert's Rules of Order Newly Revised (current edition)* will be the authority for this event. Any parliamentary procedure reference materials (published or unpublished) will be allowed in the **preparation room only**. Each team member may have one 3" x 5" note card during the presentation, but may *not* refer to the authority during the presentation.
- All written materials, as well as spoken presentations, must follow the organization's [Graphic Standards](#) and make proper use of the logo and/or organization's name. (Refer to Graphic Standards in the *Style & Reference Manual*.)
- [A Team Entry Form](#), including signatures, must be presented at the NLC at both the Preliminary and Final presentation.

Method of evaluation

Judge's Scoring Rubric

Objective Test: Parliamentary Procedure Concepts–Open (Team Average); all team members must test at same time.

Length of event

Objective test taken per conference schedule

No more than fifteen (15) minutes preparation time

No more than fifteen (15) minutes parliamentary demonstration

No more than five (5) minutes judges' questions

Finals may be included at state and national levels

Equipment/supplies provided

Test/Agenda

Blank sheet of paper for Secretary's minutes

One 3" x 5" index card for each team member

American flag

Entries

Each state is allowed two (2) entries

Teams in all judged events who wish to receive judge's comments must submit a self-addressed, stamped envelope to the event judges before judging takes place.

Opening a Meeting

The opening ceremony sets the stage for a chapter meeting. The ceremony, done in a proper and professional manner, will demonstrate to the members a well-planned and organized meeting. This will make meetings more orderly and effective.

The Opening Ceremony

President

(Stands and raps the gavel once for attention.) The meeting will come to order. We are now holding a meeting of Business Professionals of America. Mr. /Madam Vice President, what are the major purposes of our professional organization?

Vice President

We recognize the importance and understand the contributions that have been made to our country by business professionals. We are preparing to take our place in these challenging positions. We work together in Business Professionals of America to develop essential competencies in leadership, scholarship, character, and citizenship so that we may share in the improvement of our economy and the advancement of our nation.

President

May we accomplish these objectives? Mr. /Madam Vice President, will you please present the other officers?

Vice President

With pleasure, I introduce:

(Introduce in order the President, Historian, Secretary, Treasurer, Parliamentarian, and Vice Presidents. Pronounce the name of each individual and the office held. As each officer is introduced, he or she should stand and remain standing until seated by the President.)

Mr. /Madam President, the officers are at their stations.

President

Will the members and friends please rise and join me in reciting the Pledge of Allegiance to the Flag?

(Raps the gavel three times to call the members and guests to stand. The audience should rise on the third rap of the gavel. All members face the flag with their hands over their hearts to repeat the Pledge of Allegiance to the Flag.)

Everyone

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

President

Fellow members and guests, join me in stating why we are here.

Everyone

We are met in a spirit of friendship and goodwill as we prepare for careers in a world-class workforce. We work together to develop professionalism and leadership through Business Professionals of America and pledge our loyalty to our nation.

President

Please be seated.

Closing a Meeting

The closing ceremony, when properly presented, will bring a dignified closing to a session or meeting. It is an indication to the members or guests present that all business has been transacted.

Equipment and Supplies

Gavel

The Ceremony

President

Mr. /Madam Secretary, do you know of any further business which should be transacted at this time?

Secretary

(Rises, replies, and sits down.) I have none, Mr. /Madam President.

President

We are about to adjourn this meeting of the Business Professionals of America. As we associate together, let us be supportive of each other as we strive to attain the goals of this organization. *(Pause)* If there is no further business and no objection, the meeting will be adjourned. *(Pause)* I now declare this meeting adjourned. *(Rap gavel once.)*

Parliamentary Procedure Team (550)

Judge Number _____

Team Number _____

Presentation Scoring Rubric/Criteria

Judge 1 Only

Evaluation Criteria	Non Participation in Subject	Below Average	Average	Good	Excellent	Points Awarded
Chairperson's presiding ability						
Subject #1	0	1-5	6-10	11-15	16-20	
Subject #2	0	1-5	6-10	11-15	16-20	
Subject #3	0	1-5	6-10	11-15	16-20	
Clarity of business transactions						
Subject #1	0	1-5	6-10	11-15	16-20	
Subject #2	0	1-5	6-10	11-15	16-20	
Subject #3	0	1-5	6-10	11-15	16-20	
Total Points Awarded by Judge 1 Only (120 points maximum)						

Judge 2 Only

Evaluation Criteria	Non Participation in Subject	Below Average	Average	Good	Excellent	Points Awarded
Quality of presentation and discussion						
Subject #1	0	1-5	6-10	11-15	16-20	
Subject #2	0	1-5	6-10	11-15	16-20	
Subject #3	0	1-5	6-10	11-15	16-20	
Followed voting procedures						
Subject #1	0	1-5	6-10	11-15	16-20	
Subject #2	0	1-5	6-10	11-15	16-20	
Subject #3	0	1-5	6-10	11-15	16-20	
Judges' questions						
Question #1	0				10	
Question #2	0				10	
Question #3	0				10	
Total Points Awarded by Judge 2 Only (150 points maximum)						

Parliamentary Procedure Team (550)

Judge Number _____

Team Number _____

Presentation Scoring Rubric/Criteria

Judge 3 Only

Evaluation Criteria	Non Participation in Subject	Below Average	Average	Good	Excellent	Points Awarded
General participation by members, including secretary.						
Subject #1	0	1-5	6-10	11-15	16-20	
Subject #2	0	1-5	6-10	11-15	16-20	
Subject #3	0	1-5	6-10	11-15	16-20	
Power of expression, communication skills, poise, and stage presence.						
Subject #1	0	1-5	6-10	11-15	16-20	
Subject #2	0	1-5	6-10	11-15	16-20	
Subject #3	0	1-5	6-10	11-15	16-20	
Actions recorded correctly in Secretary's notes.						
Subject #1	0	1-5	6-10	11-15	16-20	
Subject #2	0	1-5	6-10	11-15	16-20	
Subject #3	0	1-5	6-10	11-15	16-20	
Total Points Awarded by Judge 3 Only (180 points maximum)						

Total Parliamentary Presentation Points = 450 points maximum

Specification Scoring Rubric

Specification Points: All points or none per item are awarded by Judge 3 only per team.		Points Awarded
Included Opening and Closing ceremonies	10	
Followed designated order of business	10	
Documentation submitted at time of presentation: Keyed and signed Team Entry Form (1 copy) <i>Must have copies for preliminaries and finals</i>	10	

TOTAL MAXIMUM POINTS = 480 + the average of the teams' score from the Objective Test

Presentation Management Individual (555)

Description

Assess use of current desktop technologies and software to prepare and deliver an effective multimedia presentation.

Eligibility

A contestant may *not* participate in more than one of the following events in the same year: Presentation Management Individual and Prepared Speech. A previously used presentation may *not* be used.

Contestant must supply

Presentation device

Presentation software

Sound cards (optional)

External speakers (optional)

Projection system (optional)

Props (optional)

No Internet access will be provided on-site at the NLC; however, contestants/teams may provide their own access to be used only for their presentation to the judges

Contestant must bring all supporting devices (e.g., extension cords, power supply, etc.)

Carry-in and set-up of equipment must be done solely by the contestant and must take place within the time allotted

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate knowledge of multimedia software and components
- Demonstrate effective oral communication skills
- Apply technical skills to create a multimedia presentation which enhance the oral presentation

Specifications

- The contestant shall design a computer-generated multimedia presentation on the assigned topic listed below.
- The presentation will be no less than seven (7) and more than ten (10) minutes and will be followed by judges' questions.
- **The presentation will be stopped at ten (10) minutes.**
- The length of set-up will be no more than five (5) minutes.
- Set-up will be **stopped** at five (5) minutes to begin the presentation.
- A word-processed copy of Works Cited must be submitted at the time of presentation check-in. Refer to *Style & Reference Manual*. Format of Works Cited must be according to *Style & Reference Manual*.
- Use of graphics, including charts, is to be a part of the presentation.

- If the Business Professionals of America logo is used, graphic materials must follow the organization's [Graphic Standards](#) and make proper use of the logo and/or organization's name. (Refer to the [Graphic Standards](#) in the [Style & Reference Manual](#).) National Business Professionals of America grants permission for the use of the logo and/or organization's name.
- The contestant is responsible for securing a [Release Form](#)(s) from any individual whose name, photograph, and/or other information is included in the presentation.
- The contestant must provide an [Individual Entry Form](#), including signatures, to the administrator before the presentation.
- No VCR or laserdisc may be used. The presentation content must be on the contestant's computer hard drive, CD-ROM or DVD.
- The contestant must furnish all equipment/materials necessary for the presentation, except for the projection surface.
- All materials (props, displays, samples, gifts, etc.), other than the required submission, may *not* be left with judges.
- The contestant is to make effective use of current multimedia technology in the presentation (e.g., sound, movement, digital video, etc.).
- Contestant should use space, color, and text as design factors.
- It is the policy of Business Professionals of America to comply with state and federal copyright laws, which are available on the Web at www.copyright.gov/title17/circ92.pdf. Use the Copyright and Fair Use Guidelines in the [Style & Reference Manual](#). **Contestants will be disqualified for violations of the Copyright and Fair Use Guidelines.**

Topic

Create a presentation to Julie Smith in the Human Resources Department at Professional Business Associates to persuade PBA to become an intern site and offer internships to local secondary and post-secondary students. Include promotional materials that could be distributed to secondary and post-secondary institutions and to student candidates.

Things to consider, but not limited to:

1. The benefits and challenges associated with internship programs.
2. Will they be paid or unpaid internships?
3. Is there a minimum age requirement?
4. How long will the internship be?
5. What necessary skills will the students need for the internship?
6. Will there be multiple types of internships?

Contestants who do not submit an entry that follows this topic will be disqualified

Method of evaluation

Judge's Scoring Rubric

Length of event

No more than five (5) minutes for set-up

No less than seven (7) and no more than ten (10) minutes for oral presentation

No more than five (5) minutes judges' questions

Finals may be included at state and national levels

Equipment provided

Projection surface at National Leadership Conference

Entries

Business Professionals of America Workplace Skills Assessment Program

Material contained in this publication may be reproduced for member and/or event use only.

Each state is allowed three (3) entries

Ideas presented become the property of Business Professionals of America.

Teams in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event judges before judging takes place.

Materials submitted for competition cannot be returned.

Presentation Management Individual (555)

Judge Number _____

Contestant Number _____

Presentation Scoring Rubric

Contestant Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes (Disqualification)	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the disqualification below:		
Contestant followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Disqualification)

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Opening and summary	1-5	6-10	11-15	16-20	
Objectives to be achieved are stated	1-5	6-10	11-15	16-20	
Stage presence and delivery	1-5	6-10	11-15	16-20	
General content	1-5	6-10	11-15	16-20	
Typography (typeface, size, & color)	1-5	6-10	11-15	16-20	
Functional graphics contribute to the progression of the idea	1-5	6-10	11-15	16-20	
Charts and graphs used effectively	1-5	6-10	11-15	16-20	
Effective use of color and space	1-5	6-10	11-15	16-20	
Effective use of multimedia technology	1-5	6-10	11-15	16-20	
Development of stated theme	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-5	6-10	11-15	16-20	
TOTAL PRESENTATION POINTS (220 points maximum)					

Presentation Management Individual (555)

Judge Number _____

Contestant Number _____

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, not per judge.		Points Awarded
Set-up lasted no more than five (5) minutes – 5 points Presentation was no less than seven (7) minutes and lasted no more than ten (10) minutes – 5 points	10	
Documentation submitted at time of presentation: Keyed and signed Individual Entry Form (1 copy), Works Cited (1 copy), and Release Form(s) (1 copy) at time of presentation <i>Must have copies for preliminaries and finals</i>	10	
Works Cited formatted following the Style & Reference Manual	10	
TOTAL SPECIFICATION POINTS (30 points maximum)		

TOTAL MAXIMUM POINTS =250

PRESENTATION WILL BE STOPPED AT 10 MINUTES

Presentation Management Team (560)

Description

Assess use of current desktop technologies and software to prepare and deliver an effective multimedia presentation.

Eligibility

A team will consist of 2-4 members. A contestant may *not* participate in more than one of the following events in the same year: Presentation Management Team and Prepared Speech. A previously used presentation may *not* be used.

Team must supply

Presentation device

Presentation software

Sound cards (optional)

External speakers (optional)

Projection system (optional)

Props (optional)

No Internet access will be provided on-site at the NLC; however, contestants/teams may provide their own access to be used only for their presentation to the judges.

Teams must bring all supporting devices (e.g., extension cords, power supply, etc.).

Carry-in and set-up of equipment must be done solely by the team and must take place within the time allotted

Business Professionals of America assumes no responsibility for hardware/software provided by the team.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Evaluate and delegate responsibilities needed to perform required tasks
- Demonstrate effective teamwork skills needed to function in a business setting
- Demonstrate knowledge of multimedia software and components
- Demonstrate effective oral communication skills
- Apply technical skills to create a multimedia presentation which enhance the oral presentation

Specifications

- The team shall design a computer-generated multimedia presentation on the assigned topic listed below.
- The presentation will be no less than seven (7) and more than ten (10) minutes. **The presentation will be stopped at ten (10) minutes and will be followed by judges' questions.**
- The length of set-up will be no more than five (5) minutes.
- Set-up will be stopped at five (5) minutes to begin the presentation.
- A word-processed copy of Works Cited must be submitted at the time of presentation check-in. Works Cited must be formatted according to the [Style & Reference Manual](#).
- Use of graphics, including charts, is to be a part of the presentation.

Business Professionals of America Workplace Skills Assessment Program

Material contained in this publication may be reproduced for member and/or event use only.

- If the Business Professionals of America logo is used, graphic materials must follow the organization's [Graphic Standards](#) and make proper use of the logo and/or organization's name. (Refer to the [Graphic Standards](#) in the *Style & Reference Manual*.) National Business Professionals of America grants permission for the use of the logo and/or organization's name.
- All members of the team must participate in the "live" presentation.
- The team must provide the contest administrator prior to their presentation [a Team Entry Form](#), including signatures.
- The team is responsible for securing a [Release Form](#) from any individual whose name, photograph, and/or other information is included in the presentation.
- It is the policy of Business Professionals of America to comply with state and federal copyright laws, which are available on the Web at www.copyright.gov/title17/circ92.pdf. Use the Copyright and Fair Use Guidelines in the *Style & Reference Manual*.
- **Teams will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.**
- The team must furnish all equipment/ materials necessary for the presentation except projection surface.
- All materials (props, displays, samples, gifts, etc.), other than the required submission, may *not* be left with judges.
- Up to five (5) minutes will be allowed each team for questions by the judges. All team members may confer on the questions and are encouraged to share in the responses.
- The team is to make effective use of current multimedia technology in the presentation (e.g., sound, movement, digital video, etc.).
- The presentation should use space, color, and text as design factors.

TOPIC

Professional Business Associates (PBA) develops and sells software, hardware, and services. They will be participating in their first national trade show in Los Angeles, California. You are a part of the marketing department at PBA and need to make a presentation to Nancy Wells, CEO, and Roger Meyer, Marketing Manager, with a proposal for your corporate trade show booth.

Things to consider but not limited to:

1. Display/layout of your booth
2. Promotions and/or giveaways
3. Brochures/flyers/promotional items
4. Budget/costs involved
5. Personnel needs

Teams who do not submit an entry that follows this topic will be disqualified.

Method of evaluation

Judge's Scoring Rubric

Length of event:

No more than five (5) minutes set-up

No less than seven (7) and no more than ten (10) minutes oral presentation

No more than five (5) minutes judges' questions

Finals may be included at state and national levels

Equipment provided

Projection surface at National Leadership Conference

Entries

Each state is allowed two (2) entries

Ideas presented become the property of Business Professionals of America.

Teams in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event judges before judging takes place.

Materials submitted for competition cannot be returned.

Presentation Management Team (560)

Judge Number _____

Team Number _____

Presentation Scoring Rubric

Team Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes (Disqualification)	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the disqualification below:		
Team followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No (Disqualification)

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Opening and summary	1-5	6-10	11-15	16-20	
Objectives to be achieved are stated	1-5	6-10	11-15	16-20	
Stage presence and delivery	1-5	6-10	11-15	16-20	
General content	1-5	6-10	11-15	16-20	
Participation by all team members	1-5	6-10	11-15	16-20	
Typography (typeface, size, & color)	1-5	6-10	11-15	16-20	
Functional graphics contribute to the progression of the idea	1-5	6-10	11-15	16-20	
Charts and graphs used effectively	1-5	6-10	11-15	16-20	
Effective use of color and space	1-5	6-10	11-15	16-20	
Effective use of multimedia technology	1-5	6-10	11-15	16-20	
Development of stated theme	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-5	6-10	11-15	16-20	
TOTAL PRESENTATION POINTS (240 points maximum)					

Presentation Management Team (560)

Judge Number _____

Team Number _____

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per team, not per judge.		Points Awarded
Set-up lasted no more than five (5) minutes – 5 points Presentation was no less than seven (7) minutes and lasted no more than ten (10) minutes – 5 points	10	
Documentation submitted at time of presentation: Keyed and signed Team Entry Form (1 copy), Works Cited (1 copy), and Release Form (s) at time of presentation <i>Must have copies for preliminaries and finals</i>	10	
Works Cited formatted following the Style & Reference Manual	10	
All registered team members are in attendance for entire event	10	
TOTAL SPECIFICATION POINTS (40 points maximum)		

TOTAL MAXIMUM POINTS = 280

PRESENTATION WILL BE STOPPED AT 10 MINUTES

Business Meeting Management Concepts – Open Event (590)

Description

To provide a general competitive event addressing business meetings management which incorporates fundamental concepts accepted as good practices in any business unit including business planning and strategy, organization and execution, trust and transparency.

Eligibility

Any student member may enter this event.

Contestant must supply

Sharpened No. 2 pencils, pens, ruler

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

The competencies assessed relate to the *Meeting and Business Event Competency Standards* produced by Meeting Professionals International.

- **Manage all aspects of project for success of event**
 - Plan meeting or event project
 - Manage event finances and budget
 - Manage monetary transactions
 - Perform administrative tasks
 - Acquire staff and volunteers
 - Train staff and volunteers
 - Create meeting or event design
 - Engage speakers and performers
 - Coordinate food and beverage services
- **Develop plan for managing movement of attendees**
 - Manage site
 - Select site and design site layout
 - Manage on-site communications
 - Manage marketing materials
 - Manage meeting or event merchandise
 - Exhibit professional behavior
- Conduct business communication

Method of evaluation

Objective Test

Length of event

No more than sixty (60) minutes testing time allowed

Entries

Unlimited

Reference materials may *not* be used for any Open Event

Business Professionals of America Workplace Skills Assessment Program

Material contained in this publication may be reproduced for member and/or event use only.

Management, Marketing & Human Resources Concepts – Open Event (591)

Description

Assess knowledge of management, marketing, and human resources concepts.

Eligibility

Any student member may enter this event.

Contestant must supply

Sharpened No. 2 pencils, pens, ruler

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate knowledge of general management, marketing, and human resources concepts
- Demonstrate knowledge of basic employability skills
- Demonstrate knowledge of human relations skills
- Demonstrate knowledge of business finances
- Demonstrate knowledge of the stock market
- Demonstrate knowledge of entrepreneurship and start-up businesses
- Demonstrate knowledge of international business
- Demonstrate knowledge of economic challenges
- Demonstrate knowledge of economic awareness
- Demonstrate knowledge of management concepts

Method of evaluation

Objective Test

Length of event

No more than sixty (60) minutes testing time allowed

Entries

Unlimited

Reference materials may *not* be used for any Open Event

Parliamentary Procedure Concepts – Open Event (592)

Description

Assess knowledge of parliamentary procedure. Test questions are based on the National Association of Parliamentarians *Study Guide for Registration Examination* available through NAP at www.parliamentarians.org or (816) 833-3892.

Eligibility

Any student member may enter this event.

Contestant must supply

Sharpened No. 2 pencils, pens, ruler

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate knowledge of parliamentary principles
- Demonstrate knowledge of parliamentary terminology
- Identify the various kinds of motions (main, subsidiary, privileged, incidental)
- Identify the characteristics of various motions
- Describe voting methods, techniques, and rules
- Identify debatable and non-debatable motions
- Identify techniques for conducting a meeting

Method of evaluation

Objective Test

Length of event

No more than sixty (60) minutes testing time allowed

Entries

Unlimited

Reference materials may *not* be used for any Open Event

Project Management Concepts – Open Event (PS) (593)

Description

To provide a general competitive event addressing contestant's knowledge of basic project management practices and terminology that is used independent of a specific methodology.

Eligibility

Any student member may enter this event.

Contestant must supply

Sharpened No. 2 pencils, pens, ruler

Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC](#)

[Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate understanding of basic project phases (initiating, planning, executing, controlling, and closing)
- Demonstrate the use of work breakdown structures and how they are used
- Demonstrate the difference between project management and portfolio management
- Demonstrate the understanding and importance of risk management and levels of risk
- Demonstrate an understanding of break-even costs and calculations

Method of evaluation

Objective Test

Length of event

No more than sixty (60) minutes testing time allowed

Entries

Unlimited

Reference materials may *not* be used for any Open Event

WORKPLACE SKILLS ASSESSMENT PROGRAM

Recommendation Procedures

How to Submit a Recommendation:

1. Input from local advisors and/or students for changes in workplace skills assessments shall be submitted on the Workplace Skills Assessment Program Recommendation Form located on-line at: www.registermychapter.com/bpamem by June 15.
2. Recommendations for all changes in events and specifications must describe suggested wording change in the Secondary/Post-secondary Guidelines for the Workplace Skills Assessment Program.
3. Recommendations for all changes in the administration of workplace skills assessments must describe the suggested procedure to be followed by event administrators.
4. Recommendations, including a clearly stated rationale for all changes, must be completed and keyed with no abbreviations. Please attach all supporting documentation, if applicable. For example: if the recommendation concerns a form, refer to and attach the specific form; if it concerns a pilot test, refer to and attach the specific test.
5. Submitted recommendations must include:
 - a) specific recommendation
 - b) clearly stated rationale
6. Recommendations received after June 15, but prior to the summer CEAC meeting, must be distributed directly to each state advisor, CEAC representative, and the National Center.

How Recommendations are Answered:

1. CEAC will bring the state priority recommendations to the summer meeting for CEAC action as:
 - a) approved as presented
 - b) approved with changes
 - c) rejected
 - d) point of information
 - e) tabled
2. If the recommendation is approved, and it is a major change, it will be taken to the Programs Committee of the Board of Trustees. Other changes will be presented as a “point of information.”
3. Recommendations rejected will be returned to the originating state with an explanation.
4. The Programs Committee will review the CEAC recommendations and submit to the full Board of Trustees for final approval and implementation.

Workplace Skills Assessment Program PILOT Procedure

- Step 1 A PROPOSAL FOR WORKPLACE SKILLS NEW EVENT** be completed by the person proposing the event in coordination with their State Advisor and their CEAC representative(s). This form will be located on the Business Professionals of America website and in the Workplace Skills Assessment Guidelines.
- Step 2 Summer:** At the summer meeting, a need for a new event is presented and supported by a majority of members of SAAC and CEAC. A minimum of two states must agree to pilot the proposed event at either/or both regional and state levels. The proposed event is recommended for Board approval.
- Step 3 Summer:** The proposed event is presented to the Board of Trustees for review and action. If approved, authors will be contracted by the National Center to write all levels of the pilot event and evaluation instruments for pilot states to complete.
- Step 4 Fall:** The regional and state levels of the pilot event are distributed to all state organizations. Other states, in addition to the two initial states that agreed, may decide to pilot the event and must inform the National Center by the designated deadline. Any state who agrees to pilot the new event understands it has not been through the CEAC auditing procedure and, thus, agrees to accept and administer the event as received.
- Step 5 Spring:** Proposed event is piloted in at least two states at their spring conference. Event may also be piloted at the regional level, if desired. Each piloting state will conduct an evaluation to be administered immediately upon completion of the contest. Evaluations should be completed by:
- a. All participants
 - b. Administrators, proctors, graders, judges
 - c. State CEAC representatives
 - d. State Advisors
- Step 6 Spring:** Proposed event is piloted at the NLC.
- a. Only students who competed in the pilot event at the state conference may compete in the pilot event at the NLC.
 - b. The number of entries per state in the pilot event will be the same as any other event in the same category.
- Step 7 NLC:** Participants in the pilot event at NLC will be recognized in the same way as participants in other events in the same category.
- Step 8 NLC:** At the conclusion of the pilot, the following groups will evaluate the event:
- a. All participants
 - b. Administrators, proctors, graders, judges
 - c. CEAC members present
 - d. SAAC members present
- Step 9 Summer:** At the summer meeting, the proposed new event will be audited by CEAC and submitted for Board review. Joint CEAC and SAAC recommendations will also be submitted for review. If approved by the BOT, authorship will be assigned by the Director of Education and an addendum to the Guidelines will be sent to all states.

New Event Proposal

NOTE: THE REGIONAL LEVEL TEST MUST BE SUBMITTED WITH THE NEW EVENT PROPOSAL

Description:

Proposed By:	Email Address:
Contest Name:	
Career Cluster/Pathway:	

Competencies: (Specific skills needed to compete in this event)

Source/Organization/Agency	Acronym	Website or Location of Information	Section, Chapter, etc. Referenced in Performance Standards	Date of Edition or Version		
States Career Cluster Initiative	SCCI	www.careerclusters.org				
National Business Education Association Standards	NBEA	www.nbea.org				
Common Core Standards	CCS	www.corestandards.org/the-standards				
21 st Century Skills	C21					
All Aspects of the Industry	AA					
Other (as applicable)						
Student Performance Standards (Learner Outcomes or Knowledge & Skill Statements)						
List all event specific objective and indicate linkage to a national standard	SCCI	NBEA	CCS	C21	AA	Other

List of Major Instructional Resources: (websites, textbooks, essential equipment, reference materials, supplies)

Resources: www.bpa.org Business Professionals of America

Rationale: (Explain need for new event and how it furthers the mission of the Workplace Skills Assessment Program.)

All Aspects of Industry

AA1 - Planning	AA4 - Technical and Production	AA7 - Community Issues
AA2 - Management	AA5 - Principles of Technology	AA8 - Health, Safety, and Environment
AA3 - Finance	AA6 - Labor Issues	AA9 - Personal Work Habits

Small Business Management Team Financial Data

Income and Expense

Solutions International, LLC

Income (2011-2015)

	2011	2012	2013	2014	2015
SI Printing	750,000	875,000	950,000	1,250,000	1,175,000
SI Photography	0	155,750	325,000	950,750	725,650
SI Solutions	0	0	85,750	435,705	275,850

Expense (2011-2015)

	2011	2012	2013	2014	2015
SI Printing	695,825	765,625	836,000	906,250	1,039,875
SI Photography	0	225,750	108,875	284,275	217,695
SI Solutions	0	0	82,250	392,134	252,402

Notes:

2011 was IS Printing's 10 year Anniversary

SI Photography start-up expenses were calculated to \$185,000

SI Solutions opened in June of 2013

In 2014 SI Printing added significant additional products available to print

SI Printing outsourced 80% of printing in 2014